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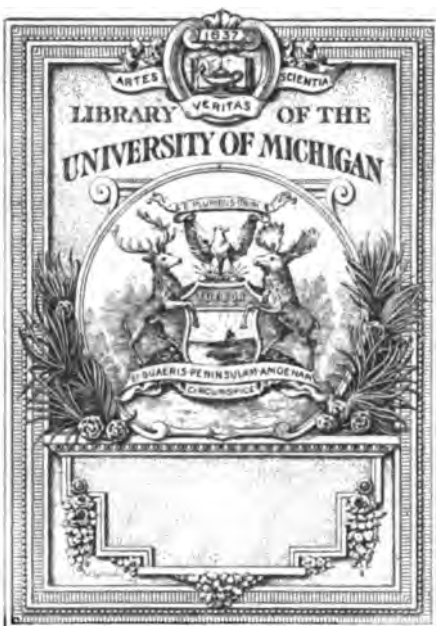
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HANDBOOK  
OF CARD  
DISTRIBUTION

WITH REFERENCES TO  
BULLETINS 1-23

THIRD EDITION

WASHINGTON  
GOVERNMENT PRINTING OFFICE  
1914



<sup>U.S.</sup>  
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THIRD EDITION

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no. 3

**The regulations contained in this edition of the Handbook and the prices of cards given on p. 50 will be effective on April 1, 1914; from that date they will be held to supersede entirely all regulations and prices previously issued with which they disagree.**

**One copy of the Handbook is supplied gratis to each subscriber to the L. C. cards. Additional copies needed by subscribers may be obtained of the Library of Congress at 15 cents each, to be charged on accounts for printed cards. Others may purchase at 15 cents from the Superintendent of Documents, Government Printing Office, Washington, D. C.**

**L. C. card 13-35006.**

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## PREFACE

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This Handbook is designed to contain a full explanation of methods of ordering and using the L. C. cards, and to furnish specific references to the supplementary information in the Bulletins of the Card Section. It contains all of the information given in the pamphlet L. C. Printed Cards, and libraries which have begun to order the cards need not consult the smaller publication unless they find it advantageous to review again the essentials as to ordering cards.

The Handbook is intended mainly for libraries and other institutions which are ordering and using the L. C. cards for cataloging books. The information contained in the pamphlet L. C. Printed Cards is ordinarily sufficient for other users of the cards and other purposes. That pamphlet will be revised frequently and will be distributed freely.

In §1 of the Appendix will be found a list of all of the changes in the regulations for ordering cards which have been made in this edition of the Handbook.

A list of the Bulletins thus far published will be found in the last section of the Appendix. But as this edition of the Handbook contains specific references to supplementary information in the Bulletins, libraries will ordinarily need to consult these Bulletins only when they are cited in the Handbook. On the other hand, libraries should read carefully the Bulletins published hereafter and note any statements in them which modify or supplement statements made or cited in this edition of the Handbook.

An increase of approximately 10 per cent in the price of the cards has been found necessary. Details as to this change are given on page 50.

The regulations needed for the distribution of cards ordered in numerous ways and for a variety of purposes are unavoidably numerous and detailed. Here, as elsewhere, librarians must practice the art of selecting judiciously. The index is designed to facilitate ready reference to any regulation, fact, or suggestion in the Handbook.

C. H. HASTINGS  
*Chief of Card Section*

HERBERT PUTNAM  
*Librarian of Congress*  
WASHINGTON, D. C., *March, 1914.*





## PART I

### SCOPE AND FULLNESS OF THE STOCK OF PRINTED CATALOG CARDS ON MARCH 1, 1914

#### HOW THE STOCK HAS BEEN ACCUMULATED

§1. The stock of printed cards at the Library of Congress has resulted from the printing of cards for:

- (1) Books received by copyright<sup>1</sup> since August, 1898.
- (2) Books received by purchase or gift since January, 1901.
- (3) Books recataloged since January, 1901, in the general process of recataloging the collection.
- (4) Current accessions and some books recataloged in certain other libraries in the District of Columbia.

The libraries within the District of Columbia from which copy is now being currently received, the year in which copy began to be supplied, and the letter or abbreviation for the series are as given below:

Library of the United States Department of Agriculture, 1902.....	<i>Agr</i>
Library of the United States Geological Survey, 1904.....	<i>GS</i>
Washington Public Library, 1905.....	<i>W</i>
Library of the Army War College, 1907.....	<i>War</i>
Library of the Bureau of Education, 1908.....	<i>E</i>
Library of the Bureau of Fisheries, 1910.....	<i>F</i>
Library of the Bureau of Labor Statistics, 1913.....	<i>L</i>
Library of the Bureau of Standards, 1913.....	<i>BS</i>
Library of the Engineer School, 1913.....	<i>ES</i>
Library of the Smithsonian Institution, 1913.....	<i>S</i>
Library of the Office of Superintendent of Documents, 1913 <sup>2</sup> .....	<i>DO</i>

(5) Some of the current accessions and a few books recataloged in certain American libraries outside the District of Columbia (the *A* series).

The printing of cards for libraries outside the District of Columbia was begun in 1910. Only such copy is supplied as is specifically requested, usually by checks affixed to orders for cards, the copy requested being mainly for: (a) popular noncopyrighted books in English which L. C. does not care to acquire; (b) highly specialized books along lines which L. C. does not attempt

<sup>1</sup> It should be understood that when the word "copyright" or "copyrighted" is used the reference is always to copyright in the United States.

<sup>2</sup> Only a few cards, needed to complete series, have thus far been printed for documents in this library.

to cover exhaustively; (c) publications now out of print which it is desired to have represented in the stock; (d) analytical entries from university libraries for publications of their own university. (See p. 71.)

The plan has been systematically carried out of printing and storing a stock of each card for distribution to other libraries. About 600,000 different titles are now covered by the stock. The average number of copies of each card is estimated at 70. When the stock of any card is exhausted the card is reprinted.

### IMPORTANCE OF OBSERVING THE SCOPE AND FULLNESS OF THE STOCK

§2. If a library contemplates ordering the L. C. printed catalog cards, the point first to be considered is whether the percentage of cards obtainable for the books to be cataloged is likely to be satisfactory. This percentage depends on (1) whether the books are within the scope of the stock of printed cards, (2) if within the scope of the stock, whether the stock is relatively complete for the classes within which the books fall.

Libraries which need cards for current books in English only will obtain them for a large percentage of the titles submitted, and can therefore order cards advantageously without special attention to the statements in the following sections. But libraries which desire to order cards for books published before 1898, for books in foreign languages, for monographs in series, for Government documents, or for serials or incomplete publications of any kind, should give careful attention to the statements in the remainder of Part I.

### SCOPE OF THE STOCK (March 1, 1914)

§3. *All books at the Library of Congress are now within the scope of the stock except those in the partly or wholly unrecataloged classes named below, which were received by copyright before 1899 or by purchase before 1901 and those specifically excepted in § 4.*

#### PARTLY UNRECATALOGED

*Biography, Law, Language and Literature, Military Science, Music*

*Biography.*

The biographies of statesmen, men of affairs, and others who have influenced the course of history are classed in history and have been recataloged. The biographies of men fully identified with a single science, art, trade, or profession are classed with that subject, and these also have been largely recataloged. Biographies of men of letters are now being recataloged along

with other books in literature. The residue of the individual biographies and the collective biographies are likely to remain unrecataloged for several years.

*Law.*

The general treatises relating to American and English law in the Law Library at the Capitol, comprising most of the treatises which are used currently by lawyers, are now entirely covered by printed cards. The collection of older treatises stored at L. C. is in process of recataloging and will probably be completed in 1914. It is probable that the treatises relating to the laws and legal procedure of the several states will next be taken up, and, following those, the reports of the United States and state courts. It is uncertain when the books on foreign law will be recataloged.

*Language and Literature.*

Cards are now in stock for the following subclasses:

*Language.*

Comparative philology

Classical philology (general)

Greek language (literature *not* included)

Latin language (literature *not* included); excepting readers and exercises

Modern languages (general and comparative works)

Romance languages (except minor)

Teutonic languages (except minor)

English language (except readers, spellers, grammars)

*Literature.*

English literature: Seventeenth and eighteenth century authors

English and American fiction (except juvenile)

French literature

*Military Science.*

Now in process of recataloging and may be completed in 1914.

*Music.*

Works relating wholly or principally to the history and theory of music are covered by printed cards in stock. Sheet music and publications composed wholly or largely of musical scores, with or without words, have not been covered and it is uncertain when, if at all, cards will be printed for these.

Cards have been printed by exception for a few popular works of music, chiefly those listed in the A. L. A. Booklist.

## WHOLLY UNRECATALOGED

*Religion.*

It is probable that the recataloging of religion will not be begun before 1915, and that several years will be required to complete this class.

## EXCEPTIONS FROM THE SCOPE OF THE STOCK

§ 4. Certain kinds of publications are not regularly cataloged (or recataloged) on account of some peculiarity in form or contents. Attention to the following statements will usually enable one to decide whether it is advisable to include these publications in orders and to understand why cards are not obtained if ordered:

(a) *Periodicals.* Main entry cards have been printed for the more important periodicals in English and for all periodicals of any importance relating to American history. Cards are regularly printed for new periodicals of any considerable importance *as soon as the first volume is completed* and many cards have been printed for periodicals recataloged. But many other periodicals classed with the subjects to which they are devoted and many which are shelved in the general class for miscellaneous periodicals have been passed by in the recataloging and are being recataloged gradually as opportunity offers or as it is necessary or convenient to handle them on account of the completion of the set, the publication of a general index, etc.

(b) *Proceedings and reports of societies.* These are being handled in the same way as periodicals. Main cards are usually printed for proceedings or reports of a new society when the first volume is received. But the reports of older societies have been to a large extent passed by in the recataloging and are being recataloged gradually when there is opportunity, or when it is desirable to take up the set because it has been completed, an index volume received, etc. Analytical cards are printed for but very few proceedings of societies and such should not be ordered unless found listed in Bulletins 18-19.

(c) *Government documents.* Altho cards are now being printed quite freely for the more important documents currently published by the United States Government, the state governments of the United States of America, and the British parliamentary papers, many current documents of less importance are being passed by both in cataloging and recataloging. Annual reports of United States offices which have been created since 1906 are likely to be covered by open-entry card printed as soon as the first report is received. The same is true of state documents printed since 1910. But collections of United States documentary reports which were started before 1906 and collections of state documentary reports published before 1910 have been to a considerable extent passed by, like periodicals and society publications, and are being cataloged gradually as opportunity offers. Comparatively few cards are being printed for documents in foreign languages. Libraries desiring to obtain cards for documents should read the full statement in Bulletins 13, 14, 15, 21, 23, and limit their orders to documents for which there is a reasonable prospect of obtaining cards.

(d) *Works appearing in parts.* An open-entry card is ordinarily printed for a work in English of any considerable importance appearing in parts (or volume by volume) as soon as the first bound volume is available for cataloging, unless the part completing the work is expected within a year. During the years 1898-1901 cards were printed (chiefly for the use of the Copyright Office) for separate volumes of unfinished work as the volumes appeared. Most of these have now been displaced by a main-entry card for the work as a whole. But some remain in depository sets, traveling catalogs, and stock. When ordered these are supplied till the stock is exhausted. They are reprinted only when it is practicable to revise them into main-entry cards for sets.

(e) *Pamphlets.* Many pamphlets currently received by copyright or by gift, judged to be relatively unimportant, are cataloged with a temporary manuscript entry, shelved without cataloging, or returned to the copyright proprietor (see *m* below).

(f) *Reprints* (and preprints) of articles in periodicals and other composite publications. As a rule cards are not printed for these, but exceptions are made especially in favor of pamphlets relating to Bibliography, American history and politics, and social problems.

(g) *Juvenile books; picture books.* Cards are in stock for such publications of this class as have been listed in the A. L. A. Catalog and the A. L. A. Booklist. Cards are also printed for some of the other story books for boys and girls currently published, but the majority of such books are recorded in the Copyright Office only.

(h) *Trade catalogs and advertising pamphlets.* From the mass of these received by copyright, only those of the leading firms in the various lines are selected and cataloged with printed cards.

(i) *Booksellers' catalogs.* Only a few of the most important booksellers' catalogs and book-auction catalogs are cataloged.

(j) *Theses of foreign universities; theses of American universities printed before 1912.* Beginning with the theses printed in 1912, an effort is being made by the Library of Congress to collect and catalog with printed cards every doctor's thesis printed for presentation at an American university. Cards have been printed for some of the American theses published before 1912, including all of those printed for presentation at Columbia University, but most of these are not yet represented in the stock. Cards are printed for a very small percentage only of the theses of foreign universities currently received, the selection being limited closely to those which relate to Bibliography, American history, American politics, or to topics which are of special public interest.

(k) *Large collections.* Large collections, such as reprints of original documents and historical compilations by many writers, are being passed by entirely in order that the cataloging of the ordinary books may be the sooner completed.

(l) *Series of monographs passed by in recataloging; series wholly or largely composite.* In the new (combined) edition of Bulletins 16-19 over 3,000 series are listed which are wholly or largely covered by cards in stock. But there are many other series which have not been covered, having been passed by in recataloging in order to deal with the ordinary books more promptly or because they were of a composite character (i. e., made up of numerous short papers). Libraries should as a rule confine their orders to series listed in Bulletins 16-19.

(m) "*Copyrighted*" books not deposited for copyright; copyrighted books worn-out or lost; copyrighted publications returned to copyright claimant. Many of the books copyrighted before L. C. became the legal depository in 1871, were not transferred to L. C. and have not since been acquired. A considerable number of books have been lost or worn out and not replaced. Copyright proprietors sometimes fail to complete their claim by depositing copies of the book. Copies of the more important books of this class are usually obtained later by request, but some may not be requested until the edition is exhausted, or the copyright proprietor can not be located, and some are not worth requesting. Books not in L. C. which contain a copyright claim antedating the present copyright law (effective July, 1909) are no longer requested by the Copyright Office and are seldom acquired by gift or purchase. Reprints of copyrighted book are not recopyrighted as a rule and are seldom obtained by purchase or gift, unless the book is important and the original is not in L. C. Numerous pamphlets and books, judged to be relatively unimportant, are now being returned to the copyright claimant, such return of matter being permissible under the present copyright law.

(n) *Atlases*. Cards have been printed for only a few of the most important atlases currently received since 1908.

(o) *Maps*. No cards are being printed or are likely to be printed for maps.

(p) *Syllabi*. No effort is made by L. C. to collect these and only a very few of those received are cataloged with printed cards.

(q) *Elementary textbooks printed before 1913*. Textbooks designed for grades lower than the high school have been systematically rejected by the Library of Congress since 1909 and many of those received before 1909 have not been cataloged with printed cards. Since January, 1913, elementary textbooks received by copyright have been transferred to the Library of the Bureau of Education, and copy for printed cards for them has been supplied by that library.

#### FULLNESS OF THE STOCK

§ 5. The Library of Congress has been since 1871 the legal depository for copyrighted books, and has acquired many of the books copyrighted before that date. It follows that the stock is very full for copyrighted books of any date, altho by no means complete (*cf. m* above).

The facts as to the fullness of the stock in cards for non-copyrighted books may be summarized as follows: (1) it is very full for current noncopyrighted books in English in all classes, and fairly full for noncurrent, noncopyrighted books in English in all classes except Medicine; (2) it is fairly full for notable classic and standard works both in the original language and in English translations; (3) it is quite incomplete for the generality of books in foreign languages in most classes, but is very full in Bibliography, American history, and American politics, and fairly full in Agriculture, Education, and Geology.



## PART II

### CHARACTERISTICS OF THE CARDS

#### ONLY MAIN ENTRY CARDS ARE PRINTED

§1. The characteristic of the cards first to be noted is that *one form of card only is printed*, viz., *the main entry card*. Secondary entries for the book are made at the Library of Congress by adding headings to the main card in typewriting and occasionally by making other slight changes in manuscript to adapt the main card for such secondary entries. Libraries which purchase the cards must adapt them for secondary entries in the same way. The Library of Congress does *not* supply them already adapted.<sup>1</sup>

SAMPLE 1, p. 16, shows a main entry card as printed and carried in stock. SAMPLES 2-4, p. 17-19, show the same card adapted for secondary entries.

#### SECONDARY ENTRIES INDICATED ON MOST CARDS

§2. On most of the cards in stock for books which require<sup>2</sup> secondary entries, the secondary entries are indicated which have been made for the book in the catalogs of the Library of Congress, subject entries being numbered in arabic, added entries in roman. Altho the subject entries indicated are often essentially different from those used in other American libraries, most libraries take advantage of them, both in ordering and using the cards, because, as a rule, they indicate the number of subject entries which libraries ordinarily desire to make and suggest the proper form for them.

No secondary entries were indicated on the cards printed before September, 1901 (SAMPLE 7, p. 22).

Since September, 1901, the required subject entries<sup>3</sup> have been indicated on all cards printed for books classed according to the new scheme of classifi-

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<sup>1</sup> For the single exception to this statement see p. 46.

<sup>2</sup> In the statements hereafter as to indication of secondary entries on the cards for certain classes of books, it should be understood that the reference is always to such of these books only as require secondary entries—those for which secondary entries have been actually made in the catalogs of the Library of Congress. Subject entries are not indicated, of course, on cards for books which are classed by form rather than subject, *e. g.*, works of poetry and fiction (excepting fiction which is of historical importance) (Sample 8, p. 23), nor on those which deal with so many subjects that they can not be adequately covered by general subject entries, *e. g.*, collected essays (Sample 5, p. 20) nor on those for collected works of authors who have written on various subjects.

<sup>3</sup> From September, 1901, to March, 1904, the words "Subject entries" were prefixed to the subject entries indicated; after March, 1904, these words were omitted as being superfluous.



cation,<sup>1</sup> and this classification has now been applied to all classes except Law, Religion and a few subclasses in Literature. (SAMPLES 1, 6, 10, p. 16, 21, 24). The percentage of the cards in stock for books in reclassified classes which have subject entries indicated on them can be fairly<sup>2</sup> estimated only for the recataloged classes; for these classes the percentage varies from perhaps 85% for American history<sup>3</sup> to about 95% for Bibliography.<sup>4</sup>

The required added entries, except title entry, have been indicated on all cards printed since March, 1904. Most of the cards for American and British history were printed before 1904 and consequently lack added headings, while most of those for foreign history (except British) have added entries indicated on them because printed since March, 1904. Probably 80% of all cards in stock have the necessary added entries (except title entry) indicated on them (SAMPLES 1, 6, 10, 11, p. 16, 22, 24, 25).

Title entry<sup>5</sup> has been regularly indicated on the cards only since January, 1912. Previous to that date title entry had been indicated by exception on the cards for books in the A. L. A. Catalog (*see* p. 44-45) and the cards for publications of the U. S. Department of Agriculture (*see* p. 46).

When cards which were originally printed without indication of the required secondary entries are reprinted, missing secondary entries are usually supplied on those for books which have been in the meantime reclassified.

#### FORM OF THE SUBJECT ENTRIES INDICATED ON THE CARDS

§3. The subject headings indicated on the cards for books in the main collection of the Library of Congress and given in the printed list of subject headings (*see* p. 83) are those used in the main dictionary catalogs of the Library of Congress.

Many of the headings given on the cards printed from copy supplied by other libraries differ from those used in the main dictionary catalogs of the Library of Congress. The percentage of such variations will decrease hereafter, but they need to be taken into consideration at present.

<sup>1</sup> By exception subject entries have been indicated on the cards for certain unreclassified books. They were indicated by way of experiment on the cards for unreclassified books received by copy-right between September, 1901, and July, 1902. The results being unsatisfactory, the practice was abandoned. They were indicated on cards for unreclassified books included in the A. L. A. Catalog (*see* p. 44). They are now being indicated on most cards printed or reprinted for law books in English. Since 1902 the name of the biographee has been given in full as a subject entry on cards for biographies because such entry is not affected by the classification of the book.

<sup>2</sup> As soon as the books in a class or subclass have been reclassified, subject entries are indicated on the cards for new accessions to that class. On the other hand, the recataloging of the older books is usually taken up at once. Consequently in the classes and subclasses which have been reclassified but not recataloged, the percentage of noncurrent cards which contain subject entries varies with number of new books added and the progress made in cataloging the old books.

<sup>3</sup> Many of the cards in this class were printed before September, 1901. The great majority of these were for books on the local history and description of the United States. Altho the cards for the more important books have been to a large extent reprinted with secondary entries supplied, when recataloging their collections on American local history, libraries should count on obtaining cards of which perhaps 20 per cent contain no subject entries.

<sup>4</sup> Altho many of the cards for Bibliography were printed before September 1, 1901, so many cards have been reprinted that the average percentage is as given.

<sup>5</sup> Title entry is indicated on the cards only when used in the catalogs of the Library of Congress and is in general limited to (a) Fiction and drama, (b) Works published anonymously, or under initials or typographical symbols, whose authors have been identified, (c) Government and society publications (except annual reports, proceedings, and transactions), (d) Other works whose titles are significant or likely to be remembered.

The headings used in the catalogs of the Department of Agriculture and the Bureau of Education have thus far been given almost without change on the cards printed for those libraries. The headings given on cards printed for other cooperating libraries have been revised to agree with the L. C. headings so far as corresponding L. C. headings were available, and such revision was practicable without examination of the book. Since October, 1911, some alternative headings for use in the catalog of the Law Library of Congress have been printed on the cards for law books, enclosed in [     ].

From March, 1914, the practice as to indication of subject entries on cards printed from copy supplied by other libraries, and on reprints of such cards, will be substantially as follows:

1. All headings indicated are to agree in general form and in punctuation with the L. C. headings.
2. Headings used or accepted entire by both libraries are to be given as usual, numbered in Arabic simply.
3. A heading which differs but slightly from the L. C. heading (e. g. singular vs. plural) is to be changed to agree with L. C. headings, or vice versa.
4. If L. C. heading contains more words than other, additional words are to be enclosed in (     ); if other contains additional words, these are to be enclosed in [     ].
5. If other heading has same scope as L. C. heading but consists of different words, it is to be given in [     ] after the L. C. heading as an alternative, with *same* number prefixed.
6. If L. C. has no single equivalent heading, heading of other library is to be given in [     ] with a *different* number prefixed.
7. If heading added by L. C. has not been accepted by other library, it is to be given in (     ) with a different number prefixed.

## OTHER CHARACTERISTICS OF THE CARDS

### § 4. Some less important characteristics of the cards are:

a. *Card number.* At the lower right corner of each card will be found the distinctive card number, according to which the card is arranged in stock and by which it may be ordered. Owing to experiments in methods of numbering and the necessity of running several parallel series, the card numbers exhibit considerable variety. Sometimes the "number" is a combination of a date and a number; sometimes an abbreviation for name of the series forms a part of it. For samples of the numbers in each series *see* p. 42; for further explanation of card numbers *see* Bulletin 22; for explanation of the *number indicating number of cards wanted* which follows card number on cards for books listed in the A. L. A. Catalog (SAMPLE 12, p. 26), *see* p. 45, § 10.

On some cards the card number is followed by a symbol or word indicating some peculiarity in the card.<sup>1</sup> These are not a part of the card numbers.

<sup>1</sup> The list of the characters or words attached to the card number which are not a part of it (being attached to it merely because this was found convenient) is as follows:

*Revised*—Card improved (a) by correcting an error (b) supplying additional information, opening or closing entry, etc. Previous to 1913 the word "cancel" was used to indicate changes of class a, "Additions," changes of class b. It proved impracticable to maintain the distinction.

M1, M2, M3, or M4 indicated that 100, 50, 25, or 15 copies of the card were printed.

†—Entry printed with less than the usual amount of revision.

©—Copyright book not accepted by L. C.; cards printed for sale to other libraries. Entries of this class are referred to as "Maltese cross" entries. This symbol does not follow card number, but is placed in center of extreme lower margin of the card.

b. *Indication of contents.* The table of contents of the book is usually given when the book contains several works by the same author, or works by several authors, or deals with a number of distinct subjects, especially if the collective title does not clearly indicate this. But if the table of contents is very long as compared with the extent and importance of the book, table of contents is omitted.

c. *Class and book numbers.* The class and book numbers of the Library of Congress are given on all cards printed for books which have been reclassified (SAMPLES 1, 6, 10, p. 16, 21, 24). The class numbers for the "Decimal" and "Expansive" systems are given on the cards for books in the A. L. A. Catalog (SAMPLE 12, p. 26) at lower left and right margins respectively, *but on no others.* (For explanation of the L. C. scheme of classification *see* Bulletin 7, §3, and the "Outline scheme of classes" mentioned on p. 84.

d. *Author's name.* The author's real name (in preference to a pen name or pseudonym) is the main entry heading, with but a few specific exceptions.<sup>1</sup> Forenames, and forenames represented by initials which have been used by the author at any time are given in full and in the proper order (SAMPLE 1, p. 16). Unused forenames preceding the forename regularly used by the author are given in the heading in this order: Flammarton, Camille, i. e., Nicolas Camille; if omitted in the heading they are given in a note following the added entry headings.<sup>4</sup> On cards printed since July, 1901, the author's name when given on the title page after the title or a portion of it is repeated<sup>2</sup> as a part of the title (SAMPLES 1, 5, 7, 10, 12, p. 16, 20, 22, 24, 26). Author's dates have been given in the headings since March, 1902, whenever they could be ascertained by a reasonable expenditure of time.

e. *Entry for works by joint authors.* Since April, 1901, the name of the first author only has been given in the heading; the names of both authors are given in the title (SAMPLE 12, p. 26).

f. *Entry for government documents.* A government document, when not entered under the author or compiler, is entered under the name of the bureau or office which is responsible for its publication, instead of being entered under the department followed by the bureau or office; the name of the bureau or office is given in its natural order, instead of being inverted to bring the distinctive word first (SAMPLES 9, 11, p. 23, 25).<sup>3</sup>

For list of the changes made in the form of the cards *see* p. 85; for a statement as to the size and weight of the cards and the quality of the card stock *see* p. 80.

<sup>1</sup> They are George Elliot, George Sand, and Fernán Caballero; also works written jointly by two or more authors under a single pseudonym.

<sup>2</sup> This change was made pursuant to a decision of the A. L. A. Committee on cataloging. The name of the author is given in the body of the title exactly as it occurs on the title page. The form of an author's name frequently varies from book to book, or even from one edition to another. The form adopted for the heading will often differ from that of the title page. It is desirable, for bibliographical reasons, to give the title unaltered and the author's name in the form and position chosen for it by the author himself or his publisher. The importance of this varies, of course, with different classes of books, but distinction according to the merits of each individual case could not well be made. To repeat the name in each case has proved to be the most satisfactory method. Honorary titles (and other matter accompanying an author's name) are omitted except when they are so short that they occupy no more space than the . . . used to indicate the omission from the title or when they throw light on the character of the work.

<sup>3</sup> By exception the cards printed for the Library of the U. S. Department of Agriculture for the publications of that department are entered under name of the department, followed by the name of the bureau.

<sup>4</sup> Heading: Reynolds, Eldrid, 1889- Note. [Full name: Dora Eldrid Reynolds] This method recently employed may supersede the other in all cases of this kind.

## PART III

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### HOW TO USE THE CARDS FOR CATALOGING<sup>1</sup> BOOKS

#### ELEMENTARY TERMS AND PROCESSES NOT EXPLAINED

§1. No attempt will here be made to explain the elementary principles and terms of cataloging. A knowledge of such principles and terms will be assumed. Explanation of elementary processes in cataloging will be given only in so far as the use of printed cards in place of manuscript cards affects these processes. Those who undertake to use the L. C. cards without having had special training in cataloging should study the manuals<sup>2</sup> now available on the subject.

#### ADDING HEADINGS AND NOTES TO ADAPT CARDS FOR A DICTIONARY CATALOG

§2. Libraries just beginning to use printed cards should select a style for headings and notes which shall be clear to the eye of the reader and not too difficult for the cataloger. Libraries which expect to use a large number of the cards should use a typewriter, and the cataloger who has the work to do should insist that the machine used be properly adjusted for the work (*see* p. 75-78). Libraries which use a small number of the cards will probably find it satisfactory to add the headings in handwriting, especially if the one who does the work can write the disjoined library hand rapidly and neatly.

The disjoined library hand is much to be preferred to the running hand for headings because in the latter the connecting lines tend to obscure the

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<sup>1</sup> This explanation is limited to the use of the cards in a *dictionary catalog*; the changes required for other forms of catalogs are in general obvious. For a statement as to the card catalogs which are being compiled at the Library of Congress *see* Bulletin 7, §2. For reprint of a statement as to the different uses to which printed cards may be put *see* Bulletin 7, p. 21.

<sup>2</sup> The following are recommended:

N. Y. State Library. *Simplified library school rules*. Bost., Library Bureau, 1905. \$1.25.  
Hitchler, Theresa. *Cataloging for small libraries*. (Library handbook, No. 2.) Chicago, A. L. A. Publishing Board, 1909. \$0.15.

*Catalog rules: Author and title entries, comp. by committees of the American Library Association and the British Library Association*. Chicago, A. L. A. Publishing Board, 1908. \$0.60.

letter. If the cataloger who is to adapt the cards can not write the disjointed library hand<sup>1</sup> satisfactorily, she should master it as soon as practicable, because, even tho the typewriter is used for headings, it will frequently prove advantageous to be able to finish out a heading or add a note in ms. where it is not practicable to write with the typewriter.

### MAIN ENTRY CARDS AS SUPPLIED BY THE LIBRARY OF CONGRESS

§3. SAMPLE 1 shows the form of card which is carried in stock at the Library of Congress and supplied by it to other libraries. It is a main entry card and is ready for use as such in any catalog.

#### Scherer, Edmond Henri Adolphe, 1815-1889.

Essays on English literature, by Edmond Scherer; tr. by George Saintsbury. New York, C. Scribner's sons, 1891.

xl, 309 p. front. (port.) 18 $\frac{1}{2}$ cm.

Selected from the author's "*Études sur la littérature contemporaine*" and placed in the order in which they occur in those volumes.

CONTENTS.—Introduction.—George Eliot—"Silas Marner."—John Stuart Mill.—Shakespeare.—George Eliot—"Daniel Deronda."—Taine's History of English literature.—Shakespeare and criticism.—Milton and "Paradise lost."—Laurence Sterne, or the humorist.—Wordsworth.—Thomas Carlyle.—"Endymion."—George Eliot.

1. English literature—Hist. & crit.  
Bateman, 1845— tr. II. Title.

I. Saintsbury, George Edward

11-19013

Library of Congress

PR99.S4

#### SAMPLE 1—MAIN (AUTHOR) ENTRY.

When used as a means of locating books on the shelves, class and book numbers must of course be added (*see* SAMPLE 12, p. 26); when used as the main entry card in a dictionary catalog, notes should be added by which the secondary entries made for the book may be traced (*see* p. 73-74).

<sup>1</sup> A full explanation of the theory and practice of library handwriting will be found in New York State Library Bulletin, Library School, No. 15. Copy cards for library handwriting (one for joined, one for disjointed) can be obtained from the Library Bureau at 5c. each.

## TITLE ENTRY

§4. **SAMPLE 2** shows the card for Scherer's book adapted for title entry. A title analytic would be made in the same way except that, as the title would not stand in a regular place at the top of the card, the entry should be justified by underscoring.

For a statement as to what books have title entries in the dictionary catalogs at L. C., see p. 12, footnote 5.

**Essays on English literature.**

**Scherer, Edmond Henri Adolphe, 1815-1889.**

Essays on English literature, by Edmond Scherer; tr. by George Saintsbury. New York, C. Scribner's sons, 1891.

xl, 309 p. front. (port.) 18 $\frac{1}{2}$ <sup>cm</sup>.

Selected from the author's "*Études sur la littérature contemporaine*" and placed in the order in which they occur in those volumes.

CONTENTS.—Introduction.—George Eliot—"Silas Marner."—John Stuart Mill.—Shakespeare.—George Eliot—"Daniel Deronda."—Taine's History of English literature.—Shakespeare and criticism.—Milton and "Paradise lost."—Laurence Sterne, or the humorist.—Wordsworth.—Thomas Carlyle.—"Endymion."—George Eliot.

1. English literature—Hist. & crit.  
Bateman, 1845—

tr. 11. Title.

1. Saintsbury, George Edward

11-19013

Library of Congress

PR99.S4

**SAMPLE 2—TITLE ENTRY.**

## ENTRY UNDER EDITOR, TRANSLATOR, JOINT AUTHOR, ETC.

§5. **SAMPLE 3** shows the card for Scherer's book adapted for entry under translator. Entry for editor, joint author, or anyone who assists in the making of the book is made in the same way.

Catalogers who insist on having names of both authors in the heading on cards for works by joint authors must of course supply name of second author on the main card and names of both authors on the joint author card, above the present author heading, unless they prefer to erase the latter. Experience at the Library of Congress seems to indicate that the gain from having name of both authors in the heading is more than offset by its disadvantages, and libraries just beginning to use the cards are advised to adopt the simpler method of adapting them for joint author entries.

**Saintsbury, George Edward Bateman, 1845- tr.**

**Scherer, Edmond Henri Adolphe, 1815-1889.**

Essays on English literature, by Edmond Scherer; tr. by George Saintsbury. New York, C. Scribner's sons, 1891.

xl, 309 p. front. (port.) 18 $\frac{1}{2}$ cm.

Selected from the author's "*Études sur la littérature contemporaine*" and placed in the order in which they occur in those volumes.

CONTENTS.—Introduction.—George Eliot—"Silas Marner."—John Stuart Mill.—Shakespeare.—George Eliot—"Daniel Deronda."—Taine's History of English literature.—Shakespeare and criticism.—Milton and "Paradise lost."—Laurence Sterne, or the humorist.—Wordsworth.—Thomas Carlyle.—"Endymion."—George Eliot.

1. English literature—Hist. & crit.  
Bateman, 1845- tr. II. Title.

I. Saintsbury, George Edward

11-19013

Library of Congress

PR99.S4

**SAMPLE 3—ENTRY FOR EDITOR, TRANSLATOR, JOINT AUTHOR, ETC.**

## SUBJECT ENTRY (GENERAL)

§6. **SAMPLE 4** shows the card for Scherer's book adapted for a general subject entry by repeating at the top the subject entry indicated on the card.

In order that subject entries may be distinguished from added entries at a glance, it is advisable to write the headings for such entries in all capitals or in red. Many American libraries use red (lower-case letters) for headings on subject cards. Since 1912 the Library of Congress has been using black capitals for subject headings instead of lower-case letters in red. (For a statement as to the advantages and disadvantages of red subject headings see p. 78-79.) The tops of cards for subject entries are colored red at the Library of Congress in order that collections of such entries in the trays may be recognized without examining the face of the cards (see p. 79).

## ENGLISH LITERATURE—HIST. &amp; CRIT.

**Scherer, Edmond Henri Adolphe, 1815-1889.**

Essays on English literature, by Edmond Scherer; tr. by George Saintsbury. New York, C. Scribner's sons, 1891.

xl, 309 p. front. (port.) 18½<sup>cm</sup>.

Selected from the author's "*Études sur la littérature contemporaine*" and placed in the order in which they occur in those volumes.

CONTENTS.—Introduction.—George Eliot—"Silas Marner."—John Stuart Mill.—Shakespeare.—George Eliot—"Daniel Deronda."—Taine's History of English literature.—Shakespeare and criticism.—Milton and "Paradise lost."—Laurence Sterne, or the humorist.—Wordsworth.—Thomas Carlyle.—"Endymion."—George Eliot.

1. English literature—Hist. & crit.  
Bateman, 1845—

tr. II. Title.

I. Saintsbury, George Edward

Library of Congress

PR99.S4

11-19013

## SAMPLE 4—SUBJECT ENTRY (GENERAL)



## SUBJECT ANALYTICS

§7. **SAMPLE 5** shows use of card for a subject analytic from a collection of essays by the same author when the item which the card is designed to bring out occurs on the face of the card. To justify the heading and indicate what section of the book contains information relative to "Writing" the item is underscored in the table of contents and author's name and title of the analytic are connected by a line.

This connecting line enables the user of the catalog to pass at once to the item which is the subject of the analytic and materially assists the filer of the cards in locating at a glance the title which, after the heading, determines the position of the card in the catalog. It is recommended that the underscore and connecting line be drawn with ink of the same color as that used for the heading. In order that the connecting line may not be objectionable, it should be a fine line neatly ruled. (For suggestions as to method of ruling *see* p. 79.)

### WRITING.

**Nicoll, William Robertson, 1851—**

Letters on life, by Claudius Clear [*pseud.*] New York, Dodd, Mead & company, 1901.

viii, 277 p. 20 $\frac{1}{2}$ cm.

CONTENTS.—The art of life.—That literature is autobiography.—The art of conversation.—On the art of taking things coolly.—Vanity and its mortifications.—Some questions about holidays.—"When three stars came out."—Midnight tea.—Firing out the fools.—"A fellow by the name of Rowan."—Taking good men into confidence.—The sin of overwork.—Samuel.—How to remember and how to forget.—"R. S. V. P."—Concerning order and method.—Should old letters be kept?—The secret of Mrs. Farfrae.—Brilliance.—On handwriting.—The happy life.—The man in the street.—The zest of life.—Good manners.—On growing old.—Brokenhearted.—The innermost room.

2-16171

**SAMPLE 5—SUBJECT ANALYTIC (AUTHOR SAME AS AUTHOR OF BOOK)**

SAMPLE 6 shows use of card for a subject analytic from a collection of essays by different authors.

**U. S.—HIST.—CIVIL WAR.**

**Military historical society of Massachusetts, *Boston*.**

Critical sketches of some of the federal and Confederate commanders, ed. by Theodore F. Dwight. Boston & New York, Pub. for the Military historical society of Massachusetts by Houghton, Mifflin and co., 1895.

x, 348 p. 24 $\frac{1}{2}$  cm. (Military historical society of Massachusetts, Boston. Papers, v. 10)

"Books cited in this volume": p. ix-x.

CONTENTS.—Ropes, J. C. General Beauregard.—Dodge, T. A. General Grant. — Walker, F. A. General Hancock. — Wilson, J. H. General Humphreys.—Ropes, J. C. General McClellan.—Ropes, J. C. General Sherman.—Ropes, J. C. General Stuart.—Stone, Henry. General Thomas.—Livermore, T. L. General Thomas in the Record.—Ropes, J. C. The war as we see it now.

1. U. S. Hist. Civil War Biog. 2. Generals U. S. 1. Dwight, Theodore Frelinghuysen, ed.

Library of Congress

E467.M64

2--7990

**SAMPLE 6—SUBJECT ANALYTIC (AUTHOR DIFFERENT FROM AUTHOR OF BOOK).**

A printed card containing a series note (SAMPLE 6) can be used for series entry by repeating series note as a heading at the top; but most libraries, including the Library of Congress, continue to use the common form of manuscript card for series entry.

**SAMPLE 7** shows a card adapted for an analytic when the item to be brought out does not appear on the face of the card. The item which is the subject of the analytic is given in a note below the title.

**COLONIES.**

**Smith, Adam,** 1723-1790.

An inquiry into the nature and causes of the wealth of nations, by Adam Smith, LL. D. Ed. by James E. Thorold Rogers ... 2d ed. Oxford, Clarendon press, 1880.

2 v. front. (port.) 23<sup>cm</sup>.

"Of colonies," v. 2, p. 134-225.

Library of Congress.

2-19692

**SAMPLE 7—SUBJECT ANALYTIC (ITEM ANALYZED INDICATED BY A NOTE).**

**AUTHOR ANALYTICS**

§8. **SAMPLES 8-9** illustrate different forms of author analytics. In **SAMPLE 8** it is unnecessary to repeat the title at the top of the card, altho some may prefer to do so; but when the title brought out is in fine print farther down on the face of the card and com-

pace enough to be contained in a single line, it is better to repeat at the top in the way illustrated by SAMPLE 9.

When the title of an author analytic is not repeated at the top, it should be connected with the heading by a line, as shown in SAMPLES 8, 11.

**Grant, Robert, 1852-**

**[Freeman, Mrs. Mary Eleanor Wilkins, 1862-**

**... The home-coming of Jessica ... [by Mary E. Wilkins]  
An idyl of Central Park ... [by Brander Matthews] The  
romance of a soul ... [by Robert Grant] Springfield, O.,  
New York [etc.] The Crowell & Kirkpatrick co., 1901.**

50 p. illus. 19 $\frac{1}{2}$ cm.

"These stories and illustrations are reproduced from the ... issues of the Woman's home companion" for Aug., Sept., Nov., 1901.

2-1094

Library of Congress

Copyright

SAMPLE 8—AUTHOR ANALYTIC (TITLE NOT REPEATED AT TOP).

**Hartwell, Edward Mussey, 1850-  
Public baths in Europe.**

**U. S. Bureau of labor.**

United States Department of labor exhibit Pan American exposition, 1901. Monographs on social economics; ed. by Chas. H. Verrill, expert in charge ... Washington, D. C., 1901.

6 v. in 1. 23cm.

CONTENTS.—I. The working of the Department of labor, by Carroll D. Wright.—II. The value and influence of labor statistics, by Carroll D. Wright.—III. Employer and employee under the common law, by Victor H. Olmsted and Stephen D. Fessenden.—IV. Present status of employers' liability in the United States, by Stephen D. Fessenden.—V. Protection of workmen in their employment, by Stephen D. Fessenden.—VI. Public baths in Europe, by Edward Mussey Hartwell.

2-10152

Library of Congress

SAMPLE 9—AUTHOR ANALYTIC (TITLE REPEATED AT THE TOP).

## USE OF CONTINUED CARDS

§9. **SAMPLE 10** illustrates the use of a "continued card" for a general subject entry. All of the cards required for the main entry should here be used, as the bulk of the work is on the subject indicated by the heading.

All of the cards required for the main entry should be used for added entries when there is anything to be gained by using all (*e. g.* when the added entry might well have been the main entry and is likely to be looked for as often).

**PALESTINE—DESCR. & TRAV.**

**Wright, Thomas, 1810-1877, *ed.***

Early travels in Palestine, comprising the narratives of Arculf, Willibald, Bernard, Sæwulf, Sigurd, Benjamin of Tudela, Sir John Maundeville, De La Brocquière, and Maundrell. *Ed.*, with notes, by Thomas Wright ... London, H. G. Bohn, 1848.

xxx, 517 p. front. (plan) 18<sup>cm</sup>. (Bohn's antiquarian library)

**CONTENTS.**—Introduction.—The travels of Bishop Arculf in the Holy Land. Towards A. D. 700. Written from his dictation, by Adamnan, abbot of Iona.—The travels of Willibald. A. D. 721-727. Written from his own recital by a nun of Heidenheim.—The voyage of Bernard the Wise. A. D. 867.—The travels of Sæwulf. A. D. 1102 and 1103.—The saga of Sigurd

(Continued on next card)

2-2188

**PALESTINE—DESCR. & TRAV.**

**Wright, Thomas, 1810-1877, *ed.***  
Palestine ... 1848. (Card 2)

**Early travels in**

**CONTENTS—Continued.**

the Crusader. A. D. 1107-1111. (From the Heimskringla, or Chronicle of the kings of Norway, by Samuel Laing, esq.)—The travels of Rabbi Benjamin of Tudela. A. D. 1160-1173.—The book of Sir John Maundeville. A. D. 1322-1356.—The travels of Bertrandon de La Brocquière. A. D. 1432, 1433.—A journey from Aleppo to Jerusalem, at Easter, A. D. 1697. By Henry Maundrell.

1. Palestine—Descr. & trav. 2. Levant—Descr. & trav. 3. Palestine—Historical geography. i. Arculfus, bp., 7th cent. ii. Adamnan, Saint, abbot of Hy. iii. Willibald, Saint, bp. of Eichstadt. iv. Bernard the Wise, 9th cent. v. Sæwulf. vi. Snorri Sturluson, 1178-1241. vii. Benjamin ben Jonah, of Tudela. viii. Mandeville, Sir John. ix. La Brocquière, Bertrandon de. x. Maundrell, Henry, 1665-1701.

Library of Congress

DS105.W9

2-2188

SAMPLE 11 illustrates the use of a "continued card" for an analytic. This separate use of a continued card is facilitated by the repetition at the top of each card of name of author and enough of the title to identify the book. SAMPLE 11 also illustrates the fact that in adapting the cards for secondary entries and analytics, in addition to the usual headings, other matter must be occasionally supplied in ms.

It seems better on the whole to cancel "continued on next card," "card 2," etc., when card is used separately, altho if left uncanceled no particular harm is likely to result.

**Funes, Gregorio, 1749-1830.**

**U. S. President, 1817-1825 (Monroe) ... Message from the President ... 1818. {Card 2}**

The reports of T. Bland, the third member of the commission, together with other documents concerning South American affairs, are issued as House doc. 48, 15th Cong., 2d sess.

"Historical sketch of the revolution of the United Provinces of South America, from the 25th of May, 1810, until the opening of the National congress, on the 25th of March, 1816, written by Dr. Gregorio Funes": p. 46-96.

**(15th Cong., 2d sess. House doc. 2; no. 17 of Congressional series)**

I. Rodney, Caesar Augustus, 1772-1824. II. Graham, John, 1774-1820.  
III. Funes, Gregorio, 1749-1830.

Library of Congress

6-13945

SAMPLE 11—CONTINUED ENTRY (ONE CARD ONLY USED FOR ANALYTIC); ADDITION IN MS.

## USE OF THE CARDS FOR SHEFLISTS AND SYSTEMATIC CATALOGS

§10. SAMPLE 12 shows a card adapted for a card shelflist or systematic catalog by adding the shelf-marks for the book at the upper left corner.

Accession number or other information which the library is accustomed to give on its ms. shelflist cards should of course be added in the same way on the printed card. As an additional copy of any card (if ordered with the "first copy," see p. 50) can be obtained for  $\frac{1}{10}$ c., many libraries use the L. C. cards for their shelflists.

Shelf marks are here represented in typewriting. Typewriting is actually used for shelf marks in many libraries. Pencil is used for shelf marks at the Library of Congress because its classification is now especially subject to changes. Libraries which have adopted a classification which is in print and relatively settled tend to prefer shelf marks in large handwritten characters, in red or blue ink.

SAMPLE 12 also illustrates the special form of card which was printed for books in the A. L. A. Catalog (*see* p. 44-45).

331  
W45

**Webb, Sidney, 1859-**

**Industrial democracy**, by Sidney and Beatrice Webb. New ed. in two volumes bound in one. [4th impression. 5th thousand.] London, New York [etc.] Longmans, Green and co., 1902.

lxi, 929, (1) p. incl. diagrs. fold. diagr. 22<sup>cm</sup>

1st edition, 1897.

Bibliography: p. 879-900.

CONTENTS.—pt. I. Trade union structure.—pt. II. Trade union function.—pt. III. Trade union theory.—Appendices.

I. Trade-unions—Gt. Brit. I. Webb, Beatrice (Potter) "Mrs. Sidney Webb," joint author. II. Title.

Library of Congress

HD6664.W45

3-1444/4

331

Hc

SAMPLE 12—SHELFLIST CARD (A. L. A. CATALOG FORM).

### USE OF THE CARDS FOR BIBLIOGRAPHIES

§11. Specialists may use the cards to advantage for bibliographies, made up in the form of a dictionary catalog by the method explained on p. 15-25, or by adding class marks as shown in §10 above and arranging them to form a systematic catalog. Those who prefer the systematic arrangement may be able to use to advantage the schedules of the new classification of the Library of Congress, now nearly completed (*see* p. 84.) If the L. C. scheme of classification is adopted, the arrangement of L. C. cards according to it may be effected mechanically by following the class marks on the cards.

## PART IV

### HOW TO ORDER CARDS FOR USE IN CATALOGING USE OF SUBSCRIBER'S CARDS.

§1. To insure that all of the information needed to fill the order satisfactorily shall be at hand, a "subscriber's card" (SAMPLE *a*) is to be prefixed to each order, containing the items noted below:

<b>Arizona University Li- brary, Tucson, Ariz.</b>		<b>Arizona U 261</b>	
Number of cards wanted for each title or card number in the order, except when number is specifically indicated.  <div style="text-align: center; font-weight: bold;">2sal</div> <div style="margin-top: 20px;">           {Subscriber's} Card.         </div>	Variations in edition accepted: a) Date of publication different. b) Edition different in number or form. c) Publishers reversed. d) Publisher different. e) Variation in editor. <del>f) Variation in translator.</del>	Orders are  to be held on temporary slips when the check is <i>Out</i> , <i>C</i> , or <i>R</i> .	Other standing requests.
		Date <span style="float: right;">Nov. 16, 1907</span> Signature: <div style="text-align: center; font-family: monospace;">E----- L-----</div> <div style="text-align: center;">(OVER)</div>	

SAMPLE *a*—SUBSCRIBER'S CARD.

1. *Name and address of subscriber.* These are to be supplied by the subscriber in the form that it is desired that they should appear on address labels affixed to packages of cards, so that if the stock of printed labels runs out, the correct address may be obtained from subscriber's card.

2. *Abbreviated name of subscriber.* For use in recording orders for cards which are not in stock at the time the order is



received and for other records in the Card Section. To be supplied by L. C.

3. *Subscriber's number.* Designed as a check against errors in recording orders for cards not in stock, and errors in shipping cards. To be supplied by L. C.

4. *Number or formula indicating number of cards wanted.* To be supplied in first column by subscriber unless number wanted is indicated in the order itself opposite each individual title or card number. (See p. 31-45.)

5. *Statement as to variations in edition accepted.* The more important variations are listed in second column, with the understanding that all will be accepted which are not canceled even though all appear on the same card. (See p. 48-49.)

6. *Statement as to orders held for cards to be supplied later.* Statement printed in third column assumes that orders may be held when card is in process of printing or reprinting. If subscriber wishes to have titles held less freely or more freely than is here indicated, statement should be changed accordingly. If it is desired that orders should not be held at all, "Not" should be written very plainly after "Orders are." (See p. 54-59.)

7. *Date.* Date on which subscriber's card was originally filled out should be given and need not be changed unless a change is made in some other item on the card. When any other item is revised, date of last revision should be substituted for previous date.

8. *Signature.* Card should be signed by the librarian or the assistant responsible for the routine followed in ordering cards.

If the first order is submitted before subscriber's card is received, number of cards wanted should be stated in a note prefixed to the order. This information is so essential that an order will not be filled, ordinarily, until a statement as to number of cards required is supplied. Unless the usual variations in edition can be accepted and the usual practice as to titles held can be permitted, a note as to these should also be added.

Five copies of subscriber's card will be furnished to each library. These copies are to be used as follows. Fill them out according to directions on the back. Send two copies with next order for cards, one to be filed in the Card Section, the other to be returned with the shipment. If two orders for cards are outstanding at one time, make use of a third copy. Fourth copy may be used for unusual orders, variable items being filled out in pencil so that they may be easily changed. The fifth copy is to be retained as a record.

If at any time it is desired to make a relatively permanent change in the statements on subscriber's card, subscribing library should make the change on its three regular copies, and send two copies with next order. Whenever two

copies of subscriber's card are inclosed it will be accepted as an order to substitute one of these copies for the copy already filed in the Card Section and to return the latter to the subscriber.

The subscriber's card kept on file at the Library of Congress is reserved for use in connection with orders held for cards and other clerical processes in the Card Section and is not available for use in filling orders.

The information given on subscriber's cards is strictly essential to the satisfactory filling of orders. Accordingly libraries should make sure that a copy of it is inclosed with each order and that it is placed in front of the first slip or sheet of the order. When a subscriber's card becomes so worn or disfigured by changes as not to be easily read, it should be thrown away. Additional copies of the form will be supplied on request. If supply happens to run out, note to this effect should be sent with order. Note should also give such items from subscriber's card as are essential for filling the order. If a library fails to supply a subscriber's card or a note in lieu of same, order may be returned unfilled.

### GENERAL DIRECTIONS AS TO MAKING UP ORDERS

§2. The directions and suggestions given in this section are applicable to all classes of orders.

a. *Abbreviated name and number of library.* The abbreviated name and the number of the library should be printed, stamped, or written on each order slip or sheet submitted as an order for cards.

The abbreviated name and number of the library which is supplied by L. C. on the forms for subscriber's cards are now used in all the recording and filing processes in the Card Section. It is evident that if abbreviated name and number are printed, stamped, or written on all order slips and sheets submitted, the chance that an assistant will make an entry which can be confused with entries for another library or select the wrong address label will be reduced to the minimum. Although abbreviated name and number are given on subscriber's card they are needed also on order slips and sheets because slips are frequently detached from an order for special investigation and sent in a separate envelope. If the library has its slips held awaiting cards, abbreviated name and number are indispensable. The abbreviated name is made as short as it is practicable to make it and yet have it distinctive and so made up that it will fall in its correct alphabetical place. The official name of the library should not be given instead of the abbreviated name, but may well be given in addition, *e. g.*, Stockton Free Public Library (Stockton Cal 515).

It is very essential also that name and number of library be affixed to each slip sent to the Card Section containing notes and queries. Such notes and queries are usually attended to by a different assistant from the one who fills the order; if name of library is omitted, note or query may receive no attention.

That it is advisable to give name and number on each slip is shown by the fact that there is usually an accumulation of slips in the Card Section which can not be identified.

b. *Paper used for order slips and sheets.* Any quality of paper desired may be used for order slips and sheets. It should be not thinner than ordinary writing paper and not thicker than the L. C. cards.

Colored slips are much preferred to white if the shade is not so dark as to obscure the writing, because they serve to mark the division between sets of cards. Manila paper is largely used for slips and is very satisfactory. If cards previously used on one side are used for order slips, printing or writing on other side *should always be canceled*.

c. *Size of order slips and sheets.* Order slips should be of practically the same size as the L. C. catalog cards; the preferred size for order sheets is 5 x 8 or 8 x 10 inches.

Slips a little higher than the L. C. cards (e. g., 3 inches) are preferred, especially if of white paper, so that they will mark the division between the sets.

d. *Method of writing orders.* Libraries which rely wholly or largely on author and title orders should take pains in the beginning to adopt a method of writing orders which is exact enough for the purpose intended and at the same time economical.

If orders are typewritten, a style should be adopted which will tend to reduce the number of times which the operator must slide the carriage, turn the platen, or use the shift key. If slips are written by hand and are to be used as order slips only, an easy running hand should be used. Pains should be taken to *make each letter in the author's surname very plain*. Lead pencil may be used instead of pen if it will facilitate rapid writing or the making of a carbon copy. If order is on sheets, pains should be taken to *leave room on margin or between entries to write the card number*.

e. *Printed forms for orders.* Printed forms for order slips and sheets are a hinderance rather than a help, as they prevent one from taking in at a glance the essential facts as to the book. Libraries are advised to use slips and sheets which have abbreviated name and number of library on them only.

f. *Communications in regard to orders.* These should be placed on a slip or sheet of the same size as those used for the order. They should be placed *in front of subscriber's card* so that they will be noticed *before* the order is filled and will be attended to by an assistant qualified to handle them properly. Queries inclosed in regard to errors in previous orders or delay in supplying cards for titles held should also be placed *in front of subscriber's card* for same reason. If subscriber's card properly filled out is prefixed to the order, letter or note asking that the cards be sent is superfluous. Notes and

queries as to individual titles or card numbers should be given on the margin of the slip or sheet containing the title or card number, as the original entry is usually necessary to an understanding of the case. A separate piece of paper should not be used for such notes and queries as long as any space remains on the slip or sheet containing the original entry.

#### METHODS OF DETERMINING NUMBER OF CARDS WANTED

§3. From what has been said on p. 16-19, §1, and on p. 11, §3-6, it is obvious that in ordering cards for cataloging purposes the first problem is to decide how many cards<sup>1</sup> will be needed for each book.

The following methods are in use:

(1) *Order a uniform number of cards for each book without examination of the book.* This method is used by but comparatively few libraries and is recommended only when an unusual form of catalog is being constructed or the conditions are unusual.

(2) *Examine the book itself and decide quickly how many entries are needed, without taking the time to decide the exact form of such entries.* This may prove a satisfactory method when the book is in the library and can be held in the cataloging process until cards are received and fitted to it. It can be used advantageously in recataloging old books and in cataloging new accessions which are not in immediate demand.

(3) *Examine the book itself and note the entries required for it on the order slip or on the slip which serves as a record of the order.* This method can be used to advantage by libraries which have a well-defined system of subject headings and a cataloger competent to decide quickly and accurately the secondary entries needed for each book.

For statement as to records of orders submitted see p. 48. Whether the note as to secondary entries shall be made on the order slip, on the slip which serves as a record of order, or on both (if one is a carbon duplicate of the other), should depend on the system of cataloging followed and the clerical help available. (See also p. 39, § 7, end.)

(4) *Order without examination of the book, by means of one of the formulas explained in §4 below, a fixed number of cards plus a variable number to correspond with the varying number of subject and added entries indicated on the card.* This method will usually prove the most satisfactory one for libraries which

<sup>1</sup> For the sake of brevity, the word "cards" is ordinarily used instead of the more exact phrase "copies of the card;" the word "copies," if used alone, might be taken to refer to copies of the book.

desire to take full advantage of work already done at the Library of Congress in selecting headings for secondary entries.

#### FORMULAS USED TO INDICATE NUMBER OF CARDS WANTED

§4. To obviate the necessity of repeating frequently the phrases "enough cards to cover main entry and the secondary entries indicated on card," "dictionary catalog set," "dictionary catalog set plus one," etc., abbreviations are used and combined somewhat arbitrarily in formulas as indicated below:

$s$  = one card for each subject entry indicated on the card.

$a$  = one card for each added entry (including title entry) indicated on the card.

$t$  = card for title entry when necessary to distinguish title entry from other added entries.

If first term in the formula is a number, the total called for by the rest of the formula is to be *added* to this number.

Number following  $s$  is the *alternative* for  $s$  when no subject entries are indicated on the card.

Number following  $a$ , when  $s$  does not occur in the formula or has its own alternative, is the alternative for  $a$  when no added entries are indicated on the card.

Number<sup>1</sup> written after  $sa$  ( $s$  having no alternative of its own) is alternative for both  $s$  and  $a$ .

$t$  in the combination  $at$  indicates that one card is to be added for title except when title entry is included in  $a$ .

$t$  in the expression  $a-t$  indicates that one card is to be subtracted if title entry is indicated on the card.<sup>2</sup>

As the necessary secondary entries, including title entry, have been indicated on all of the cards printed since January, 1912, for books in recataloged classes, libraries which find the number indicated satisfactory, when ordering cards for a dictionary catalog for books in these classes, should use the formula  $1sa$  for orders made up wholly of books published since January 1, 1912. This formula is equivalent to the following statement:

"Send one card for main entry; send also one card for each subject and added entry indicated."

As the cards printed before 1912 are being continually reprinted for stock and when reprinted have the necessary secondary entries, including title entry, added, the entire stock will eventually be uniform in this respect. By 1920 it is probable that the formula  $1sa$  will be the best formula for any order for a dictionary catalog, because the number of cards which lack the necessary secondary heading will then be so small that it will be better to order a second time in the case of the small percentage of old style cards remaining rather than to use one of the "alternative" formulas and obtain surplus cards.

<sup>1</sup> It should be noted that this use of a number after  $as$  as alternative for both is new.

<sup>2</sup> The use of  $-t$  in formulas, although permitted, is not recommended.

For orders made up wholly or largely of books published before 1912, as a general formula for mixed orders, and as the formula first to be tried, the formula *1sa1* is especially recommended. It is equivalent to the following statement:

"Send one card for main entry; send one additional card for each subject and added entry indicated; if neither subject nor added entry is indicated, send one additional card."

The number of cards indicated by formula *1sa1* will hereafter be regarded as the "usual number" i. e., the number which may be sent whenever number of cards wanted is not indicated.

This formula produces a surplus card only in the case of the very small percentage of books which require no secondary entries. Its use will result in a shortage of cards only in the comparatively small percentage of cases in which the necessary secondary entries not indicated exceed one. It insures that the ordering library will always get at least two cards and gives the right number of cards for fiction, biography, and most other books.

Libraries which use title entry very freely, or which find it advantageous to have an extra card for other secondary entries (not indicated) when it is not needed for title entry, may prefer the formula *1sat*. This formula is equivalent to the following statement:

"Send one card for main entry; send also one card for each subject entry indicated; send also one card for each added entry indicated; send also one card for title entry except when title entry is included in the added entries indicated."

This formula will produce surplus cards only when title entry is not desired and all the other necessary secondary entries are indicated. A shortage of cards will result from its use when the single card called for by *t* is not sufficient to cover necessary secondary entries not indicated on the card.

When an order is made up wholly or largely of "classed" books, a formula containing an alternative for *s*, e. g., *1s1a1*, *1s1at*, *1s2a1*, *1s2at* is likely to prove best.

Libraries which find it impracticable to get the right number of cards for "classed" books without getting too many for fiction and other "form-classed" books may find it best to assign a specific number to the form-classed books, thereby exempting them from the action of the formula. A specific number should also be ordered for other than form-classed books whenever there is anything to be gained thereby.

Libraries which are beginning to recatalog and plan to order many cards should experiment with the formulas on small orders before sending in a large order, unless the necessary experience has already been acquired in ordering cards for current accessions.

If an additional card is desired for a card shelf list, one should be added to the fixed number in the formula.

If two or more catalogs are being compiled, or if for any reason it is desired to obtain two or more times the number of cards called for by the formula, formula should be inclosed in ( ) with number indicating number of sets wanted prefixed, e. g., 2 (1sa1). If one or more cards more or less than this number of sets is desired, this should be indicated, e. g., 2 (1sa1)+1.

## **AFFIXING NUMBERS AND FORMULAS TO INDICATE NUMBER OF CARDS WANTED**

§ 5. Two methods of affixing numbers and formulas to orders to indicate number of cards wanted are in general use either singly or in combination.<sup>1</sup>

1. Affix number or formula to each title or card number (SAMPLES *b*, *d*, pp. 36, 40).

Formulas are seldom affixed to individual titles or card numbers because the formulas were designed to be applicable to all the titles in an order or to the majority of them and are therefore especially adapted for use according to method 2 noted below.

2. Fill out "Number of cards wanted" column on subscriber's card (*see* p. 27), thereby indicating number of cards wanted for each title, in the order excepting such as may have numbers or formulas affixed to them individually according to method 1.

If an unusual number of cards is desired for the whole of a particular order, a subscriber's card should be filled out with the number of cards indicated in pencil, and this copy may thereafter be retained for such special orders. If no copy of subscriber's card is available for this purpose, number or formula on one of the regular copies should be changed in pencil.

If first order is sent in before forms for subscriber's cards have been received, number of cards wanted should be given in a note prefixed to the order or in a letter because this information is so essential that the order, unless relatively small, will ordinarily be held till it is supplied (*cf.* p. 33, 3d paragraph).

If an unusual number of cards is desired for a few titles in an order, a number or formula indicating number of cards wanted should be affixed to these titles individually according to method 1. The two methods are, in fact, often used in combination in this way (SAMPLE *e*, p. 40). They can be so used without confusion because it is understood that when the number of cards wanted is specifically indicated by a number or formula opposite a single title or card number, such specific indication is to have precedence over the general number or formula on subscriber's card applicable to whole order.

<sup>1</sup> The method of indicating number of cards wanted by a number or formula at the beginning of the order written conspicuously or accompanied by a note to indicate that it is to be applied to all titles in the order authorized in the first and second editions of the Handbook is no longer recommended or authorized, because libraries are now required to send a subscriber's card with each order and it has proved best to have indication of number wanted, when applicable to the order as a whole, placed on subscriber's card in every case according to method 2 explained above. Libraries which have continued to use this method are requested to adopt method 2 instead.

If a uniform but unusual number is wanted for a considerable number of titles, and it is desired to avoid repeating this number for each of these titles, according to method 1, libraries are requested to make a separate order of these titles.

Special orders as to number of cards wanted (*e. g.*, "Send 2 for fiction, 3 for other books") which ask the assistants at L. C. to distinguish between classes of books should not be given, as it is impracticable to follow them. The desired number should be obtained by using method 1 in combination with method 2 or by making a separate order for each class of titles, using method 2 for both.

#### OTHER ITEMS AS TO INDICATION OF NUMBER OF CARDS WANTED

§ 6. "*Cards*" means *all cards required for the main entry*. In the case of perhaps one title in one hundred the entry is so long that it extends to a second card (*see* SAMPLE 10, p. 24). When cards are ordered for such titles, unless there is some indication to the contrary, number indicating number of cards wanted will be held to call for that number of *all of the cards* required for the main entry.

*To indicate number of cards wanted for analytics.* Libraries which do not care to use the L. C. cards for analytics unless the items to be brought out appear in the "contents" note on the card, should add a note to the title or card number for a book which they propose to analyze, requesting extra copies on condition that contents are given, *e. g.*, "If contents, 10 extra."

In case the entry extends to a second card, some surplus cards will ordinarily result from this method of ordering, but as nearly full credit is given for surplus "continued cards" (*see* p. 53, 2d paragraph), this should not prove a serious drawback to the method recommended. The alternative methods of covering the point are: (1) Use a note which will indicate that extra cards are wanted for analytics on condition that the cards contain "contents" and that the entry does not extend to a second card, *e. g.*, "If contents on 1 card, 10 extra." (2) Order enough cards for the regular entries and then reorder as many as may be needed for analytics.

#### AUTHOR AND TITLE ORDERS ON SLIPS (ONE TITLE TO THE SLIP)

§ 7. SAMPLES *b* and *c* show author and title order slips, the one in handwriting and the other in typewriting, in a form which experience has shown to be satisfactory. The items to be



noted in regard to such author and title order slips are as follows:

2

*Gibson, Chas.*  
*Among French inns.*  
*B. Pages, 1906 cp (Little*  
*pilgrimages)*

SANTA BARBARA CAL 1265

SAMPLE b—AUTHOR AND TITLE ORDER SLIP—ONE TITLE TO THE SLIP—HANDWRITTEN.

The far North-west. (Comp. by J.C.  
 Dana and others for members of the  
 A. L. A.) Newark, Pub. for the trav-  
 elers, 1906 wk 52

BAY CITY MICH 9

SAMPLE c—AUTHOR AND TITLE ORDER SLIP—ONE TITLE TO THE SLIP—TYPEWRITTEN.

a. *Method of entry.* In making out author and title order slips, entry should be in general the same as for a main entry catalog card.

If the work is anonymous or pseudonymous and real name of author is known, make entry under real name.

b. *Author's forenames.* Author's first forename should be given in full when it is on the title-page of the book or is known to the assistant who is making up the order.

The ordinary English abbreviations for forenames of men, such as *Chas.*, *Ed.*, *Wm.*, may be used. The so-called "colon" abbreviations for forenames will not be accepted in lieu of full name.

c. *Title.* Title may be abbreviated, but first word in the title (not an article) should not be omitted, *e. g.* "Inquiry into ... wealth of nations," *not* "Wealth of nations."

Use ... to indicate that matter has been omitted from the middle of the title, but if the book has a well-defined short title followed by a subsidiary title, omit the latter without using ...

Name of the person, society, or institution responsible for the compilation or publication of the book should never be omitted; if not given in the heading or the imprint, it should be noted as a part of the title (SAMPLE b, p. 36).

d. *Number of edition, editor, translator.* Number of edition and names of editor, translator, etc., should be given in continuation of the title as a means of identifying the edition of the book for which cards are desired.

e. *Place of publication.* If several places of publication are given and all are in the same country, use the first only; if more than one country is represented, give the first in each country.

The usual abbreviations for place of publication should be used.

f. *Publisher.* Name of publisher should be given as a help to the identification of the edition for which cards are desired. Names of the leading publishers should be abbreviated to a single word. If several publishers are named on the title-page and all are in the same country, give the first only; if more than one country is represented, give the first in each country.

Name of publisher is especially needed in orders from libraries which will accept "variation in edition" (*see* p. 48-49) in order that, if cards are not in stock for the edition noted in the order, cards may be selected for another edition by the same publisher.

g. *Date of publication.* Date of publication when given on the title-page should never be omitted, as it is indispensable for the identification of the book for which cards are desired. If

date of publication is not on the title-page, give copyright date (usually found on back of title-leaf). If neither publication date nor copyright date is given on the book, write conjectural date followed by ?. If cards are ordered for a book announced for publication in the near<sup>1</sup> future, write "announced" in place of date of publication. Use n. d. (no date) only as a last resort.

h. *Copyright date.* If book contains claim of copyright in the United States within the last six years (present year included), libraries may find it advantageous to indicate this and will confer a favor by so doing, but copyright date is not strictly essential.

If cards ordered for a book published within the last five years<sup>2</sup> are found not to be in stock, it at once becomes essential for L. C. to know whether the book contains claims of copyright in the United States so that the proper steps for obtaining cards for it can be taken at once. Libraries which give information as to copyright are requested to observe the following: If copyright date (usually found on the back of title-leaf) is same as publication date, or differs from it by one year only, write *c* after publication date. If copyright date differs from date of publication by more than one year, give copyright date (with *c* prefixed) after date of publication. If there is more than one copyright date, give the first and the last. If copyright is claimed by author or by publisher indicate this by writing *a* or *p* after *c*; if claimed by a third party give name in full. If the book is found not to have been copyrighted in the United States, write *n. c.* after date of publication.

i. *Number of cards wanted.* Indicate number of cards wanted by a figure placed at upper right corner of slip, preferably above the line containing author's name, unless number of cards wanted is indicated on subscriber's card (*see* p. 27-35).

If slip is typewritten, to economize time of typist, number may be placed on line with author's name at a distance of one-half inch or more.

j. *Week up to which slip may be held for cards.* If a library desires to have order slips held to await cards which may come to hand later (*see* p. 56, §5), the week up to which the order slip is to be retained should be indicated at the right of the date of publication and separated from it by a space of at least one-half inch. To insure that week number will not be overlooked it should be placed below the last line of entry, at least when the slip is handwritten (*see* p. 54, §2).

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<sup>1</sup> Cards should not be ordered at all for books announced for publication some months or years later.

<sup>2</sup> When ordering cards for books over five years old, it is not worth while to indicate whether the book is copyrighted or noncopyrighted because (1) the Library of Congress will have obtained, usually, within that period copies of any book of importance; (2) it is usually impracticable to obtain copies by "copyright" after book has been published five years or more.

**k. Arrangement of order slips.** Order slips should be arranged: (1) by surname of author, (2) by forenames of author, (3) by title of the book. If they are not so arranged, an extra charge is made to cover the cost of rearrangement (*see* p. 51).

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*Order slips containing all the facts required for the main entry card.* A few libraries find it convenient to give on author and title order slip all the facts necessary for the main entry, including the headings for secondary entries (*cf.* p. 48, §14).

The advantage of giving these facts is that, in case no cards are obtained for the book, those needed can be written without again referring to the book. The disadvantage of this method is that, if cards are obtained, expert work will have been wasted in ascertaining facts and deciding upon items which are supplied on the printed cards. A library which has a well-defined system of subject headings and a cataloger competent to decide quickly and accurately on the secondary entries needed for a book may use this method to advantage in the case of books needed at once, for which cards will probably not be in stock at the Library of Congress.

#### **AUTHOR AND TITLE ORDERS (MORE THAN ONE TITLE ON A SHEET)**

§ 8. SAMPLES *d* and *e* (p. 40) illustrate author and title orders on sheets each containing more than one title. The facts needed for the identification of the book for which cards are desired are of course the same as those explained in § 7.

To economize space, samples are shown in the form of slips, and slips are actually used by some libraries for this class of orders. But the great majority of such orders are sent in on sheets approximately 5 x 8 or 8 x 10 inches in size and libraries are urged to use sheets at least 5 x 8 inches in size whenever more than one title is given on the sheet.

Number of cards wanted, if indicated by method 1 (*see* p. 34) should be indicated by a figure at the left of author's surname, as shown in SAMPLE *d*.

This method of ordering is chiefly used by large libraries which find it convenient to submit as an order for cards duplicates of lists of books to be purchased.

A checked copy of a printed catalog in book form or other printed list may be submitted as an order for cards, provided that the entries are in satisfactory form and contain the facts necessary for the identification of the books for which cards are desired (*see* p. 37), or that, if some of the necessary facts are missing, the library will accept corresponding "variations in edition" (*see* p. 48-49). Manuscript catalogs in book form which have entries under title or fail to give fore-initials of authors can not be accepted as orders.

- 4 Cooper, Jas. F. Cruise of the Somers.  
NY, Winchester, 1844.
- 6 Holst, Hermann E. von. Const. & pol. hist.  
of U.S. C. Callaghan, 1881-92.
- 2 Merzbacher, Gottfried. The central  
Tian-Shan mountains 1902-1903.  
L. Murray, 1905.
- 2 Montgomery, David H. Leading facts of  
Amer. hist. B. Ginn, 1895.
- 3 U. S. 58th Cong., 3d sess. Statue of Miss  
Frances E. Willard erected in Statuary  
hall of the Capitol. Proceedings.  
Wash, G. P. O., 1905.

## SYRACUSE U 131

SAMPLE d—AUTHOR AND TITLE ORDER—MORE THAN ONE TITLE ON SHEET—NUMBER  
PREFIXED TO EACH TITLE TO INDICATE NUMBER OF CARDS WANTED.

- Fairchild, Fred R. Factory legislation of  
the state of NY. (Amer. Econ. Assoc. Pub.  
3d ser. v.6, no.4.) L. Macmillan, 1905.
- 2 Fielding, Henry. History of Tom Jones.  
(English Comedie humaine) NY, Century,  
1906.
- Stephens, Alex. H. Views on the Nicaragua  
ship canal. NY, Evening Post, 1883.
- 2 Stevenson, Rob. L. Master of Ballantrae.  
(Biog. ed.) NY, Scribner, 1905.
- Wheelwright, Horace W. Bush wanderings of  
a naturalist. L. Routledge, 1861.

## DREXEL INST 46

SAMPLE e—AUTHOR AND TITLE ORDER—MORE THAN ONE TITLE TO THE SHEET—NUMBER  
WANTED INDICATED AT LEFT OF SOME TITLES, THEREBY EXCEPTING THEM FROM THE  
GENERAL NUMBER OR FORMULA ON SUBSCRIBER'S CARD.

## ORDERS BY CARD NUMBERS

§ 9. *SAMPLE f* and *g* (p. 42) illustrate orders by card number, the one containing a single number, the other filled with numbers. Number of cards wanted is indicated by number following card number with slanting line between.

This is the ideal method of ordering whenever a library can obtain the card numbers advantageously.

In making up orders by card number the number (or combination of date and number) found on the lower right corner of the card should be copied entire; but the explanatory word and characters mentioned in footnote on p. 13 should be omitted, as they are not a part of the card number. The slant line and number following it, used after the card number in the A. L. A. Booklist and Catalogue of U. S. Public Documents, indicating the number of copies of the card required for a dictionary-catalog, are never a part of the card number and should always be omitted when number of cards wanted is indicated on subscriber's card. If number wanted is indicated in the order after a slant line, following each card number, number after slant line should indicate number actually required.

Orders by card number should be arranged throughout the order (1) by series as determined by year number prefixed, (2) in the increasing order of the numbers in the series. Old style "date" numbers having year included as part of the date should be arranged after numbers of the usual form having that year prefixed, and later date should follow the earlier.

The arrangement of series shown in *SAMPLE g* (p. 42) corresponds to the arrangement of the stock of cards, and libraries will confer a favor by arranging the series in this order.<sup>1</sup>

About one-half of the orders received by card number are on slips, each containing a single number, the other half are on sheets or slips filled with numbers. Orders on sheets are filled more quickly than those on slips, but less accurately, altho the difference in either respect is slight.

The L. C. card numbers can be obtained from the following:

- a. From depository catalogs of L. C. cards located in leading centers of literary activity (*see* p. 67-70).
- b. From proofsheets of the cards (*see* p. 64-65).
- c. From traveling catalogs of L. C. cards (*see* Bulletin 10).
- d. From book-trade catalogs and current booklists in which the L. C. card numbers are given, viz:

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<sup>1</sup> It should be noted that the order of arrangement has been changed so that cards printed for other libraries during any year follow in the alphabetic order of series those printed for L. C. during that year.

*A. L. A. Booklist.* Issued monthly (except July and August) by the A. L. A. Publishing Board, 78 E. Washington St., Chicago; \$1.00 per year. Designed to serve as a current supplement to the A. L. A. Catalog (*see* p. 44). Contains a well selected list of current books in English, designed more especially for the smaller public libraries, with notes and evaluations. L. C. card numbers are affixed to all titles. (Other lists on p. 43.)

5-6480/4

HARTFORD CONN 16

SAMPLE *f*—ORDER BY CARD NUMBER—ONE TITLE TO THE SLIP.

C 71	3-7025	A10-47
D-296	Agr3-275	11-3777
F-337	32 (A. L. A. Cat)	F11-63
G-621	4-33058	W11-61
It-271	5-9806	12-4786
Music-63	6-4580	12-6738
Ro-351	7-15280	12-35287
98-203	CA7-6760	BS12-5
Sept. 7, 98-2	War7-139	ES12-17
99-213	8-256	L12-100
0-6882	Maps8-15	13-3589
Feb. 8, 1900-24	9-2600	D013-20
1-1904	E9-150	GS13-99
2-9576	10-15502	SL3-25

CHICAGO U 363

*g*—ORDER BY CARD NUMBER—SLIP OR SHEET FILLED WITH NUMBERS FROM EACH SERIES IN STOCK, SHOWING ALSO CORRECT ARRANGEMENT OF SERIES IN ORDERS.

*A. L. A. Catalog, 1904-1911.* Issued in 1912 by the A. L. A. Publishing Board, 78 East Washington Street, Chicago. Price \$1.25. Designed to supplement A. L. A. Catalog, 1904. L. C. card numbers are affixed to all titles.

*United States Catalog.* Published in 1912 by the H. W. Wilson Co., White Plains, N. Y. Dictionary catalog of "books in print" in U. S. on January 1, 1912. L. C. card numbers are affixed to the great majority of the more important works listed in it, and at the time of its publication all classes of books were wholly or largely within the scope of the stock of printed cards, except foreign law and religion.

*Cumulative Book Index.* Issued bimonthly by the H. W. Wilson Co., White Plains, N. Y.; \$6.00 per year. L. C. card numbers are affixed to the first entries for the majority of the more important publications and are repeated in the cumulations.

*"Book Review Digest."* Issued monthly by the H. W. Wilson Co., White Plains, N. Y.; \$5.00 per year. L. C. card numbers are inserted in monthly numbers and annual cumulation.

*Catalogue of U. S. Public Documents.* Issued monthly by the Superintendent of Documents, Government Printing Office, Washington, D. C. Free to libraries. L. C. card numbers for the more important documents have been inserted since January, 1906 (*see* Bulletin 13).

*Monthly List of State Publications.* Issued by the Division of Documents of the Library of Congress. For sale at 50c. per year by the Superintendent of Documents, Government Printing Office. L. C. card numbers are given for the more important monographic documents.

*Catalogue of Copyright Entries, Part I. Books.* Formerly issued weekly. Now issued in sheets at intervals of two or three days, with monthly and annual indexes. \$2.00 per year. L. C. card numbers are affixed to entries for the more important publications.

*N. Y. State Library.* "*Best books.*" Issued annually as one of its Bulletins. (Bibliography series). L. C. card numbers are affixed to all titles.

*"Library of Congress Publications."* This list is revised and reissued from time to time by the Library of Congress. Card numbers are affixed to each title. Free to libraries.

e. Bibliographies issued by the Division of Bibliography of the Library of Congress. Since 1911 card numbers have been affixed to all titles in these lists for which cards had been printed at the time the list was published.

f. From the back of the title leaves of the publications of the Library of Congress. Card numbers (assigned in advance) have been given on the back of the title leaf of each publication issued since January, 1905.

*Consecutive numbers in the A. L. A. Catalog used instead of card numbers.* Altho these are in a sense card numbers, it has seemed best not to confuse them with numbers which are actually printed on the cards. The whole matter of ordering cards from the A. L. A. Catalog, with a statement as to the catalog itself, has been made the subject of §10 following.



## ORDERS FOR CARDS FOR BOOKS LISTED IN THE A. L. A. CATALOG

§10. *SAMPLE g* shows an order for cards by means of the consecutive numbers which are assigned to the main entry for each book in the dictionary portion of the A. L. A. Catalog (1904). To make up an order for cards for books listed in this catalog it is necessary merely to copy the number which is given after the price of the book and indicate number of cards wanted as in the case of orders by card number (*see pp. 41-42*).

The scope and significance of this catalog are well indicated by its title, "A. L. A. Catalog. 8000 volumes for a popular library, with notes. 1904. Prepared by the New York State Library and the Library of Congress under the auspices of the American Library Association Publishing Board. Part I, *Classed*. Part II, *Dictionary*. Washington, Government Printing Office, 1904."

27/2	1565/4	2906/2	4129/2	5518/3
60/3	1572/3	3243/2	4348/3	5607/2
133/3	1591/2	3255/4	4350/3	5626/2
188/2	1600/4	3343/2	4402/3	5700/3
525/5	1703/4	3346/4	4687/2	5891/2
701/2	1845/3	3417/2	4800/2	5954/3
1204/3	2046/2	3577/1	4909/4	6051/2
1225/2	2113/4	3597/2	5114/2	6100/2
1461/3	2240/2	3626/3	5118/2	6141/4
1505/2	2694/3	4073/2	5455/2	6196/3

**AMHERST MASS 559**

**SAMPLE h—ORDER BY CONSECUTIVE NUMBERS FROM THE A. L. A. CATALOG—SLIP OR SHEET FILLED WITH NUMBERS.**

It was prepared as a part of the exhibit of the Library of Congress at the St. Louis Exposition, 1904, and was distributed by the Superintendent of Documents in 1904-5 to all libraries on the list of "Public, society, and school libraries" issued by the Bureau of Education in 1904. It has since been reprinted by the Superintendent of Documents, Government Printing Office. It is now obtainable only by purchase from the Superintendent of Documents at \$1 for the complete work.<sup>1</sup>

<sup>1</sup> The "classified" and "dictionary" portions of the catalog were also issued separately, but are now out of print.

A special edition of cards was printed for the books listed in the A. L. A. Catalog (*see* SAMPLE 12, p. 26). These cards differed from the ordinary L. C. cards in the following respects: (a) Subject entries were indicated on all cards for classed books; the subject headings used were in some cases shorter and simpler than the subject headings given on the regular L. C. cards, and corresponded quite closely to the subject headings in the "A. L. A. List of subject headings" (1898); (b) The necessary added entries, *including* title entry, were indicated on all cards; (c) Number of cards recommended for use in a dictionary catalog was noted after the card number (with a slanting line between the two numbers); (d) The class marks for the Decimal and Expansive systems were given near the lower left and right margins of the card, respectively.<sup>1</sup>

To promote convenience in ordering cards for this selection of books, the following method of numbering was adopted: (1) The main entries in the dictionary catalog were numbered consecutively; (2) a number indicating the number of copies of the corresponding card required for cataloging the book was placed after the consecutive number, with a slanting line between the two<sup>2</sup>; (3) a portion of the stock of cards for each book listed in the catalog was then arranged in corresponding order.

When cards are ordered by the consecutive numbers in the A. L. A. Catalog, the number on the card will not correspond, of course, with number in the order. Cards must be checked against the titles of the books themselves. If cards do not fit the books for which they are needed, before reporting the case to the Library of Congress the title should be looked up in the A. L. A. Catalog to see whether the number has not been copied erroneously.

The price of cards ordered by the consecutive numbers from the A. L. A. Catalog is the same as for cards ordered by the regular card numbers (*see* p. 49).

### ORDERS FOR CARDS BY SERIES

§11. Orders for cards for publications in series and for special sets of cards can be given in a note, *e. g.*, "Please send this library 1sa copies of each card for N. Y. State Library bulletin, Bibliography, from no. 1 to date, and file standing order for cards for new issues in the series; send also 1sa copies of main card for series."

Libraries which submit a considerable number of orders by series will find it worth while to adopt the form of series order slip shown in SAMPLE i (over). In the combined edition of Bulletins 16-19 will be found full directions for ordering cards by series, a statement as to the exceptions in the cataloging of series, and as to main cards for series, and a list of over 3,000 series for which cards can be supplied.

<sup>1</sup> Differences a and b have largely disappeared, owing to the fact that subject and added entries are now indicated on the great majority of cards in stock. Since 1912 the regular L. C. headings have been substituted for the "simplified" headings when the cards are reprinted for stock.

<sup>2</sup> If different number of cards is desired, number after slant line is to be changed; if number desired is indicated on subscriber's card, number following slant line is to be omitted entirely (*cf.* p. 11, 3d paragraph).

N. Y. State Library.

Bulletin, Bibliography.

1--

Standing Order

Analytics/2sla

Series card/1sa

MINN U 34

SAMPLE i—ORDER BY SERIES.

#### CARDS FOR SERIES ISSUED BY THE U. S. GOVERNMENT

§12. Many series of publications issued by departments, bureaus, and other offices of the U. S. Government are included in the list of series in Bulletins 16-19 (see §11 above). Most of these are of interest chiefly to specialists, to large libraries having special collections, and to libraries which are depositories for sets of U. S. Government documents. But the cards for publications of the Department of Agriculture (see Bulletin 14), the Bureau of Education (see Bulletin 21), and the Smithsonian Institution (see Bulletin 23) have been found very useful for the smaller public, school, and college libraries, and special attention is therefore called to them here. The cards for publications of the U. S. Department of Agriculture can be supplied with the headings already put on for secondary entries. Cards for the Farmers' bulletins and Yearbooks of the Department of Agriculture, the Bulletins and Annual reports of the Bureau of Education and the Annual reports of the Smithsonian are supplied at a special rate. Complete sets of cards for publications of the U. S. Department of Agriculture are supplied alphabetically arranged ready for use, at a special rate; also in exchange for broken sets or sets in the index size.

## CHOICE OF METHOD OF ORDERING CARDS

§13. The circumstances under which librarians and their assistants work are so varied that a method of ordering which would be the best possible for one library may not be at all suited to another library, even tho the two contain practically the same number of volumes. The suggestions given below as to the choice of a method of ordering are necessarily general.

Experience continues to demonstrate the effectiveness of author and title orders on slips. Any library can use this class of orders to advantage, either alone or to supplement orders by number. Any librarian who is in doubt what method of ordering to try first is urged to begin with author and title orders on slips.

In the case of small public libraries and college and school libraries just being started, the A. L. A. Catalog (1904), the A. L. A. Catalog, 1904-1911, and the A. L. A. Booklist furnish a satisfactory means of obtaining the card numbers as well as guidance in the selection of books.

Libraries of the medium size (10,000 to 25,000 volumes) being formed and libraries of any size being recataloged, which do not have ready access to a depository catalog of L. C. cards, will probably find the United States Catalog, 1912, and the Cumulative Book Index for 1912 and later years the best means of obtaining the card numbers at present, although as a rule, such libraries will be obliged to order a considerable percentage of their cards by author and title. The utility of the United States Catalog and the Cumulative Book Index as a means of ordering cards for both cataloging and recataloging will, of course, diminish as the former gets out of date and the number of yearly issues of the latter, supplementing the United States Catalog, increase. If a library of medium size is a special library or has a vary large special collection, it may find it advantageous to subscribe to one or more classes of the L. C. proof sheets as a means of selecting books and obtaining card numbers for its specialty. If it is being recataloged, it may be able to use one of the traveling catalogs to advantage. (See Bulletin 10.)

The larger libraries (100,000 to 500,000 volumes), not depositories for the cards, which have an adequate force for the ordering and cataloging of books, are likely to find it advantageous to subscribe currently to the entire issue of proof sheets and use them systematically as a means of ordering cards by number and selecting books for purchase. For noncurrent cards not covered by the proof sheets such libraries should rely on author and title orders, unless they are recataloging on a scale which makes it worth while to use the traveling catalogs. This class of libraries should find it advantageous to use, when recataloging, one or more of the traveling catalogs to cover collections in which they are especially strong.

Most depository libraries order cards wholly or very largely by numbers taken from the depository set; some order also by author and title in order to obtain cards somewhat sooner or to find out whether they will be obtainable

later. A few of the regular depositories subscribe to the proof sheets, as furnishing a convenient method of selecting new books and getting the card numbers for them. The proof-sheet depositories use them for this purpose before cutting them for their proof-sheet catalog.

Orders by series for cards for monographs in series seem to be proving satisfactory. They are likely to prove especially satisfactory to libraries which customarily indicate number of cards wanted by a fixed number or formula.

Orders by subject (*see* p. 65) can be used to advantage by libraries which have special collections and desire to accumulate cards on the subjects of these collections for bibliographical purposes, and by specialists desiring to accumulate bibliographies of subjects which they are investigating.

### RECORD OF CARDS ORDERED

§14. Experience has shown that libraries ordering L. C. cards need to keep some systematic record of the titles for which cards have been ordered, to prevent their being ordered a second time.

Some libraries find it satisfactory to keep on separate shelves the books for which cards have been ordered, with a label to indicate that cards have been ordered for them. When volumes in this collection are called for by the public, a record is made on a slip or dummy and the record retained until the book is returned. This simple method will probably prove satisfactory for small public libraries and for libraries having a limited circulation. Other libraries keep carbon duplicates of orders. This method is especially recommended for libraries which make a practice of allowing their orders to be held for cards. It appears to be unnecessary to keep duplicates of orders by card number. The chance of an order being lost in transit is too slight to make it worth while to make and file duplicates.

### VARIATION IN EDITION

§15. A considerable percentage of the "new editions" of copyrighted books are not recopyrighted. It is not practicable for the Library of Congress to buy such noncopyrighted reissues. In the case of a considerable portion of its accessions of noncopyrighted books the Library of Congress buys the English edition; other large libraries in the United States tend to buy the English edition of such books, the smaller libraries tend to buy the American edition. It is evident that the card in stock at the Library of Congress for a given book will sometimes represent an edition or impression of the book different from that for which cards are ordered. Libraries will accordingly obtain a considerably larger percentage of cards if they can accept cards for editions which vary in some respects from those for which cards are ordered.

The variations are itemized as follows:

(a) *Date of publication different.*

When the title-page exhibits no other change except that of date of publication, the book is usually a reprint without change or with minor changes only. The date can be readily changed on the card. Nearly all of the libraries now subscribing for cards will accept cards which vary in date only.

(b) *Edition different in number or form.*

This item is designed to cover; change in number of edition; change in size, in illustrations, or in style of binding; addition of or change in series note.

Cards which exhibit this variation can usually be changed easily to suit the edition in hand.

(c) *Publishers reversed.*

In the case of books published simultaneously in England and America, both publishers are often given, the American publisher standing first on the title-page of the American edition, the English publisher first on the title-page of English edition. Sometimes one edition contains both publishers, the other only one. But whenever the publisher on the edition for which cards have been ordered is given on the card, most libraries will accept the card and use it without change.

(d) *Publisher different.*

A large percentage of the libraries accept this variation. Some public libraries use the cards without change for fiction and other popular works which are soon worn out.

(e) *Variation in editor.*

A considerable percentage of the libraries accept this variation.

(f) *Variation in translator.*

Acceptance of this variation is not recommended although some libraries do accept it.

(g) *Variation in title.*

Sometimes title varies slightly in different editions. Cards which exhibit such variation are never sent intentionally except on request after the variation has been explained.

The itemization heads for variations given above (except g) are reproduced on subscriber's card (*see* p. 27, 28) with the understanding that they are to be construed as above explained. Libraries must accept or reject variations without qualification. *All of those accepted must be accepted even though all occur on the same card.*

## PRICE OF CARDS ORDERED FOR CATALOGING PURPOSES

§16. The cost of filling orders for cards varies according to the method of ordering and the care with which the order is made up. If the facts needed for readily identifying the cards desired are supplied and the order is arranged in correct form, the minimum charge applicable to that class of orders is made. On orders which vary from the correct form an extra charge is made to cover the cost of the extra work involved.

## REGULAR CHARGES FOR CARDS

The regular charges for cards are as follows:

If cards are ordered by number, the price of the first copy of each card called for by any order is 2 cents.

If cards are ordered by author and title, the price of the first copy of each card called for by any order is 3 cents.<sup>1</sup>

The price of each additional copy of a card ordered at the same time with the "first card" is  $\frac{2}{3}$  cent.<sup>2</sup>

To illustrate: The price of three cards ordered by number would be 2c. +  $\frac{1}{3}$ c. +  $\frac{1}{3}$ c., or \$.036; the price of the three cards ordered by author and title would be 3c. +  $\frac{1}{3}$ c. +  $\frac{1}{3}$ c., or \$.048.

The average number of cards per book required for main entry and the secondary entries indicated on the cards is close to three. The cost of cards per book therefore varies from \$.038 to about \$.05, according to method of ordering.

If a second order is given for copies of any card, the charge for the "first copy" is again made.

If the entry is so long that it requires more than one card, all cards except the first copy of the first card will be supplied at  $\frac{1}{3}$  cent per card.

For price of series of cards for publications of the Department of Agriculture, Geological Survey, Bureau of Education, Smithsonian Institution and National Museum *see* Bulletins 14, 15, 21, 23.

## EXTRA CHARGES

The extra charges per title are as follows:

For failure to give author's first forename in full,  $\frac{1}{2}$ c.

This charge is justified by the fact that if author's first forename is represented by an abbreviation only it will cost  $\frac{1}{2}$ c. additional, on the average, to locate the card desired. The charge will be made regardless of the fact that order was made up from a list in which author's first forename was represented by initials only. It is applied only in the case of titles for which cards are supplied, and if the percentage of titles in any order to which it is applicable is small it may not be applied at all.

For omission of all foreinitials<sup>3</sup> of author, 1c.

In the case of the most common surnames (Brown, Jones, Smith, etc.), where hundreds of cards might have to be looked through to identify the card desired, the title will be passed by, a note being affixed asking for author's forename. This charge is applicable to every title searched having foreinitials omitted, but if the percentage of titles having them omitted is very small, the charge may not be applied at all.

<sup>1</sup> For convenience, the cost of the first card in each set is reckoned at 2c. throughout, and the additional charge of 1c. for the first card in each set ordered by author and title is itemized separately. Libraries should distinguish between this charge, which is unavoidable so long as cards are ordered by author and title, and the "extra charges" noted above which are avoidable. The extra charge for searching author and title orders, which was increased from  $\frac{1}{2}$ c. to  $\frac{1}{3}$ c. in 1910, is here increased to 1c. This change will be effective April 1, 1914.

<sup>2</sup> The price for all cards after the first, which was increased from  $\frac{1}{2}$ c. to  $\frac{1}{3}$ c. in 1910, is here increased to  $\frac{1}{3}$ c. After April 1, 1914,  $\frac{1}{3}$ c. will be the price for all cards after the first regardless of statements to the contrary in publications issued before 1914.

<sup>3</sup> This extra charge has been doubled, mainly because the catalog of the Card Section in which author-and-title orders are searched has more than doubled in size since the charge was first determined.

For omission of date of publication,  $\frac{1}{10}$ c.

Date of publication is indispensable to the ready identification of the book for which cards are desired. This extra charge will be applied to every title searched having the date omitted, whether cards are furnished or not.

For author and title order on sheets with titles arranged,  $\frac{1}{10}$ c.

This charge is justified by the fact that before cards can be selected card numbers must be copied on slips and arranged in increasing order. It is applied only in the case of titles for which cards are supplied.

For author and title orders on sheets, with titles unarranged,  $\frac{1}{2}$ c.

For orders on slips, unarranged,  $\frac{1}{10}$ c.

For orders by number on sheets, unarranged,  $\frac{1}{10}$ c.

All charges for non-arrangement are applicable to all items arranged whether cards are supplied or not.

For orders amounting to less than 10 cents, an extra charge sufficient to make the charge 10 cents.

This charge will not be applied when the order would have amounted to 10c. if cards had been supplied for all titles which were within the scope of the stock, or when the charge is less than 10c. because one or more cards proved to be out of stock. It will not be applied to the weekly shipments of "titles held" (see p. 62, §9).

#### PAYMENT FOR CARDS

§17. If convenient, libraries and other institutions are requested to send with their first order for cards a deposit sufficient to pay for the cards which they expect to order during the next three months, and to renew the deposit when notified that it is exhausted. If advance payment is not convenient, institutions may pay at quarterly intervals on receipt of bill for cards supplied during the quarter.

*Individuals and firms are required to pay for cards in advance.* If the exact price of the cards desired is known, the amount should accompany the order. When the approximate cost of the cards is known and it is desired to receive current cards in continuation of the order, an amount sufficient to pay the cost of cards in stock plus the cost of the current cards for at least three months should accompany the order. In all other cases the cost of the cards should be ascertained before any remittance is made.

*Each remittance should be accompanied by a letter or note which will fully identify the remitter.* Remittances should not be inclosed in packages of order slips.

All checks and money orders should be made payable to "The Librarian of Congress."



After the close of each fiscal year an annual statement is sent to each subscriber covering the account for that year. This statement should be checked as soon as practicable, and should be retained until after the annual statement for the next fiscal year is received and checked. Except for some unusual cause an account will not be rechecked for the years preceding the last completed fiscal year.

#### ERRORS IN THE DISTRIBUTION OF CARDS

§18. If wrong cards are received through an *error at the Library of Congress*, right cards<sup>1</sup> will be sent in exchange for them, *provided* (1) that original order is returned with wrong cards, having the card number plainly marked for which wrong cards were sent; (2) that "order check slip" which accompanied the shipment is returned with wrong cards. In order to obtain cards in exchange or full credit, errors must be reported specifically and promptly. Full credit can not be given for accumulations of cards returned some weeks later without original order slips, with the statement that they are wrong cards or "surplus cards." If wrong cards were received through *error on the part of the ordering library*, right cards should be obtained by including the card number in the next regular order for cards. The wrong cards may be returned later as surplus cards according to §19 below.

Full credit will be given for "duplicate cards" only when they are accompanied by specific statement or evidence that *order* was not duplicated, but that duplication resulted from an error at the Library of Congress. Duplicates acquired through error of ordering library should be returned for credit as surplus cards according to §19 below.

#### CREDIT FOR SURPLUS CARDS RETURNED

§19. A single card when removed from stock is practically valueless, as it costs as much to return it to stock as it is worth. Consequently no credit will be given for single copies of surplus cards. Credit will be given for two or more copies of a card at the rate of  $\frac{1}{2}$ c. for each card, *provided* (1) that cards are returned in lots amounting to at least 10 cents; (2) that cards have not been written on or otherwise damaged; (3) that each lot returned is accompanied by a memorandum slip stating that they are surplus cards returned for credit and the number of cards included.

<sup>1</sup> Right cards will also be exchanged for wrong cards when the latter have been received on account of an error in an L. C. card number inserted in either of the lists mentioned on p. 42-43, provided that this fact is explained when cards are returned.

If number is not noted, it will be estimated at the rate of 90 cards to the inch, provided that the package is at least  $\frac{1}{4}$  inch thick, i. e. contains at least 50 cards, amounting to 10c.; otherwise it is impracticable either to give credit or to return the cards.

Credit at the rate of  $\frac{1}{2}$ c. per card will be allowed for two or more copies of a "continued card." Additional credit is allowed for such cards, because libraries which order cards by author and title for analytics have no means of knowing in advance that the entry will occupy more than one card, and if but one card is used for each analytic (*see* p. 24, 35) surplus cards will result.

### OMISSIONS AND ERRORS ON THE CARDS

§20. Subscribers who are able to supply names and dates of authors lacking on the cards are invited to do so by filling out and mailing one of the "Omission or error" forms supplied to subscribing libraries, *provided* that they cite their authority for the items supplied. Notice of an error detected on any card should be forwarded in the same way.

Any card found to contain an error of fact or typography, or from which an item of information essential to the correctness of the entry has been omitted, will be reprinted<sup>1</sup> and copies of the reprinted card will be supplied (ordinarily within one month) in exchange for the erroneous cards. If a library returns erroneous cards with statement that it can not wait for corrected cards or with request for credit simply, credit will be given. If an error is reported without returning the incorrect cards, the report will be accepted as information only, *not* as a request for correct cards. If the omission reported is not strictly essential to the correctness of the entry, the card will not be reprinted as a rule until the stock is exhausted. If it is decided not to reprint the card, credit will be given for copies returned unless a note is affixed asking that old cards be returned if new ones are not to be printed, *e. g.* "If not reprinted, return these."

### TIME REQUIRED FOR FILLING ORDERS

§21. Orders for cards to be used for cataloging purposes which contain not over 250 titles or 500 card numbers are usually filled within 24 hours. Longer orders require a correspondingly longer period. (See p. 66 as to time required for subject orders.)

### POSTAGE AND USE OF FRANKS

§22. Cards are sent under frank to libraries in U. S. A. (and its colonial possessions), Canada, and Mexico. The charge for postage to foreign countries within the Postal Union is 8c. per lb. (about 5c. per 100 cards). Franks are supplied which may be used in lieu of postage on orders sent in by subscribers in U. S. A. (and its colonial possessions).

<sup>1</sup> If copies of the defective card had been sent to the depositories *before* the error was discovered, the word "Revised" (*see* p. 13, footnote 1) is placed after the card number on the reprinted card and the entry appears again on the proofsheets (*see* p. 64) under the heading "Reprints—Revised."

## PART V

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### TITLES<sup>1</sup> HELD AND EXPLANATORY CHECKS

#### USE OF TEMPORARY ENTRY SLIPS AND EXPLANATORY CHECKS

§1. Orders are frequently received for cards for books which are in process of cataloging, in process of acquisition, or under consideration with a view to possible acquisition later. To provide a means of making notes as to such books and to facilitate the holding of orders for cards for such of them as have been received, temporary entries are made for them in the author catalog of the Card Section, each entry having an "explanatory check" affixed to indicate to assistants in the Card Section what stage has been reached in the process between the first consideration of a book and the printing of cards for it. The same check, when transferred to an order for cards, serves to inform subscribers whether the prospect of obtaining cards is certain, good, indifferent, or nil. The slip on which the temporary entry is made is conveniently referred to by the name of the check affixed to it, *e. g.* "Out slip," "R slip," "Oe slip" (see SAMPLE j, p. 55)."

#### USE OF WEEK NUMBERS

§2. As a means of indicating when the cards which are to displace a temporary entry slip should come to hand, the number of the week in the year on which cards are expected is noted on the upper margin of the temporary entry slip. To indicate how long an order slip may be held for cards by the method explained in §5, p. 56-57, a week number is affixed to the order slip below the title.

To facilitate the translation of date into week number or *vice versa*, "calendar cards" are used in the Card Section and supplied to subscribing libraries.

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<sup>1</sup> Term "titles held" is used here and elsewhere in preference to "orders held", when it is desired to distinguish holding individual items in orders from holding entire orders.

**ORDER HELD ON TEMPORARY SLIP AS A MATTER OF COURSE  
WHEN CARD IS BEING PRINTED OR REPRINTED**

§ 3. When an order is received for a card which is in process of printing or reprinting, the check being *Out*, *C*, or *R* (see p. 58), the order is held as a matter of course by noting it on a temporary entry slip for the book.

In order that the subscriber's card may serve as a reminder of the fact that order is held as a matter of course when the check is *Out*, *C*, or *R*, a statement to this effect is printed in third column of subscriber's card. Subscribers who desire that orders should not be held in this way should write "NOT" very plainly after "Orders are" in third column of subscriber's card.

44	
R	Slater, Gilbert
	The making of modern
	England. Bost, Houghton,
	1913.
	Springfield Mass 60-8 (0.4)
	San Francisco Cal 75-3212 (0.14)
	Seland Stanford 2 81-151 (0.20)
	Jare River Mass 322 = 9 (0.25)

**SAMPLE j—R SLIP ON WHICH ORDERS ARE BEING HELD.**

SAMPLE j illustrates an "R slip" on which orders are being held.

If it is desired to have a single order excepted from the general rule that titles checked *Out*, *C*, or *R* are held as a matter of course write "Not" in third column of subscriber's card in pencil so that it can be erased when next order is sent in. A single title may be excepted by affixing "Do not hold" to it conspicuously.

**ORDER HELD ON TEMPORARY SLIP BY SPECIAL REQUEST WHEN CARD IS QUITE CERTAIN TO BE PRINTED LATER.**

§4. Orders will hereafter be held on temporary slips in the case of titles checked *Rd*, *Rdl*, *On*, *Oe* (see p. 58-59), *provided* that subscriber's card especially requests that they be so held.

This change has been made for the convenience of libraries recataloging, libraries which order on sheets, and other libraries which use temporary main entry cards and can wait patiently for cards. Libraries which have been accustomed to have their order slips held for a term of weeks by the method explained in §5 will probably find it best to continue to use that method when check is *Rd*, *Rdl*, *On*, or *Oe*. Both methods may be used by the same library, because order slips marked to be held to a certain week will be held up to that week and then returned to the ordering library when the check is other than *Out*, *C*, or *R*, regardless of the fact that there may be a temporary slip in the catalog of the Card Section to which the order might be transferred. It is believed, however, that libraries will find it best to use one method only.

**ORDER HELD BY HOLDING ORDER SLIP**

§5. When an order is received for cards for a book which is not in the Library, if the order is not held on temporary slip as a matter of course according to §3 or §4, the order will be held, if desired, by holding order slip (or sheet, see §6) submitted by the ordering library, having the number of week up to which it may be held with "week" or "wk" prefixed indicated on it, so that, if cards are not ready when expected, the slip belonging to each library may be returned with a check or note to indicate when cards are likely to be ready and again sent back to L. C. with a later week number added.

SAMPLE *k* shows an order slip originally marked to be held until week 40, returned to ordering library checked *Oe* and again returned to L. C. with week 40 canceled and week 45 substituted.

The minimum period for which slips will be held is one week in addition to the remainder of the week on which order is received. Slips marked to be held less than three weeks from the current week will not be filed in the author catalog (to be sent off when displaced by the printed card), but will be held and looked up a second time when the week noted on them arrives. The maximum period for holding slips is 50 weeks.

When the "C slip" or "R slip," representing a book received by copyright or purchase, is filed, if an order slip (held by the method explained in §3) containing an order for cards for the same book is found already filed, the order is noted on the "C slip" or "R slip," the C or R check is made on the order slip, and the latter is returned on the Friday next following (see p. 62, §9)

to the ordering library. In the case of an order thus transferred, cards will be sent when ready regardless of the fact that they may be sent later than the week named on the original order slip. Libraries which can not allow such extension of time should retain the original order slip till the week named on it arrives, and then return it with the note "Cancel order."

On the other hand, orders will not be transferred from order slips being held to temporary slips checked *Rd*, *Rdl*, *On*, or *Oe*. But if slip is returned *without week number affixed* and with subscriber's card requesting that orders checked *Rd*, *Rdl*, *On*, *Oe*, be held on temporary slips, order will then be held on temporary slips.

*Oe*  
**Benjamin, Lewis S.**

**Society at royal Tunbridge Wells in the  
 18th century - and after, by Lewis Melville  
 (pseud). L. Nash, 1912. wk 45**

**HARVARD U 6**

**SAMPLE k—ORDER SLIP HELD FOR CARDS.**

#### **ORDER HELD BY HOLDING ORDER SHEETS**

§6. Orders on sheets can be held only by retaining the entire order. Week up to which the order is to be held should be plainly indicated at the top of the first sheet, with "week" or "wk" prefixed. Order will be searched when first received and cards then in stock will be shipped at once. Titles not accounted for at this first searching will be again searched when the week up to which the order is being held arrives.

With the above-named exceptions, the regulations for holding orders on sheets are the same as for holding them on slips.

Comparatively few libraries have orders held on sheets, and the practice is not recommended. Most libraries which submit orders on sheets copy on order slips the titles which they desire to have held and send these slips to the Library of Congress to be held by the method explained in §5.

## EXPLANATORY CHECKS

§ 7. The arrangement of the checks is in general in the decreasing order of the probability which the checks indicate as to obtaining cards. The new "Cdp" check (used for another purpose) is placed at the end of the list.

**Out**=Card temporarily *out of print*; your order has been noted on the "Out slip" in our file; *cards will be sent without further action on your part*, usually within *three weeks*. If cards are not ready within three weeks, you will be notified how much longer it will probably be necessary to wait (*see p. 55*).

**C**=Book has been deposited for *copyright* and cards are being prepared for it; your order has been noted on the "C slip" in our catalog; *cards will be sent without further action on your part*, usually within *three weeks* if book is in English, usually within six weeks if it is in a foreign language. If cards are not ready within the periods named, you will be notified how much longer it will probably be necessary to wait (*see p. 55*).

**R**=Book has been *received* by purchase or gift and cards are being prepared for it; your order has been noted on the "R slip" in our catalog; *cards will be sent without further action on your part*, usually within four weeks if the book is in English, usually within six weeks if it is in a foreign language. If cards are not ready within the periods named you will be notified how much longer it will probably be necessary to wait (*see p. 55*).

**Rd**=Book is in L. C. but the printing of a card for it may be *delayed* a number of months. Your order is not being held unless subscriber's card which accompanied this order especially requested that orders be held when check is *Rd*. If order is held and card is not ready within one year from this week, you will be notified how much longer it will probably be necessary to wait, or that your order has been canceled (*see p. 56*).

**Rdl**=Book is in L. C. but the printing of a card for it will probably be *delayed a long time*, possibly five years. Your order is not being held unless subscriber's card which accompanied this order especially requested that orders be held when the check is *Rdl*. If order is held and card is not ready within four years from the end of this year, you will

be notified how much longer it will probably be necessary to wait, or that your order has been canceled (*see* p. 56).

**On**=Book has been *ordered in North America*. Cards will usually be ready within eight weeks. Your order is not being held unless subscriber's card which accompanied this order especially requested that orders be held when check is *On*. If order is held and cards are not ready within eight weeks, you will be notified how much longer it will probably be necessary to wait, or that your order has been canceled (*see* p. 56).

**Oe**=Book has been *ordered in Europe* or abroad. Cards will usually be ready within twenty weeks if the book is in English, within twenty-five weeks if it is in a foreign language. Your order is not being held unless subscriber's card which accompanied this order especially requested that orders be held when check is *Oe*. If order is held and cards are not ready within the number of weeks named, you will be notified how much longer it will probably be necessary to wait, or that your order has been cancelled (*see* p. 56).

**Rc**=Cards are quite certain to be in stock later because the book will be *recommended* for purchase<sup>1</sup> by L. C. or copy will be obtained from a cooperating library. If you decide to have the title held for cards, it is recommended that slip be marked to be held twelve weeks or more if the book is by an American author, twenty weeks or more if it is by a British author, twenty-five weeks or more if it is in a foreign language. (For method of holding order *see* p. 56, § 5.)

**P**=Cards will probably be in stock later, having been obtained through *purchase* of book or by *printing* copy supplied by a cooperating library. If you decide to return the title to be held for cards, it is recommended that slip be marked to be held sixteen weeks or more if the book is by an American author, twenty-five weeks or more if it is by a British author, thirty-five weeks if it is in a foreign language. (For method of holding order *see* p. 56, § 5.)

**CIP**=Book has been reported to contain a *copyright* claim and the case is being *investigated*. If title is returned to be held for cards, it should be marked to be held at least six weeks. (For method of holding order *see* p. 56, § 5.)

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<sup>1</sup> This check is used only for books which are judged not to be copyrighted. If book is found to contain a copyright claim, ordering library will confer a favor by notifying L. C. of the fact by the method explained on next page under check *C?*.



**CP**—*Does the book contain a copyright claim having date within the last six years (present year included)?* If so, book may be acquired and card printed. If you decide to wait for cards, return order slip marked to be held at least seven weeks, with information added as to date of copyright and the copyright proprietor. If date of copyright is same as date of publication, or differs from it by one year only, append *c* to date of publication, otherwise append *c* followed by date of copyright. If copyright proprietor is author or publisher, write *a* or *p* after *c*. If copyright proprietor is a third party, give name in full. (For method of holding order, see p. 56, §5.)

If the book proves to contain no copyright claim and you decide to wait for cards, write "n. c" after date of publication on slip returned to be held and proceed as directed under check *P*.

As the great majority of the books published in the United States are copyrighted, it has proved to be advantageous to assume that any American book for which cards are ordered is copyrighted unless information is received that it is not copyrighted. Check *C?* may continue, therefore, to be applied to the title of an American book until some library reports definitely that the book is or is not copyrighted.

Check *C?* is now used for books judged to be announced for publication in the United States, the use of check *An* (=announced book) having been discontinued. (For use of the word *announced* after date of publication, see p. 37, *g*.)

**D**—We are *doubtful* as to this title because book seems to be one that is not likely to be purchased by L. C. (see p. 10, §5), nor covered by an entry obtained from a cooperating library (see p. 71–72) and we judge that it is not copyrighted. It is probably not worth while to have your order held, but if you decide to have it held, it is recommended that slips be marked to be held 24 weeks, if book is by an American author, 30 weeks if it is by a British author, and 40 weeks, if it is by author of other nationality. (For method of holding order, see p. 56, §5.)

**N**—*No report* practicable as to prospect of cards for this title because the information given in your order is not sufficient to enable us to "place" the book. This check is equivalent to *Np* unless you supply the further facts as to the publication explained on p. 37, *a–g*. If title is returned with these facts supplied it will be rechecked with one of the checks explained above and held if desired.

**Np**—No reasonable *prospect* that cards can be supplied because the book is either (1) not in L. C., not likely to be acquired and not likely to be covered by copy obtained from a cooperating library, or (2) outside the general scope of the stock, being shelved in a section which has not yet been recatalogued, or (3) excepted from the general scope of the stock, being in one of the excepted classes noted on p. 8-10, § 4.

Except in unusual cases, notes are not added to justify the use of check *Np*. If the above explanation does not seem to cover a particular case, a query as to use of the check in that case should be submitted. If order is returned with a large percentage of the titles checked *Np*, it usually indicates that the scope of the stock has not been properly observed.

Check *Np* is to be regarded as final. A title to which it has been affixed will be returned to ordering library as soon as practicable and should not be again returned to the Library of Congress unless with a special query or note of explanation added.

**Cdp**=Copy desired for printing and we assume that you will supply it according to previous arrangement between your library and L. C. If for any reason it is impracticable to supply the entry, please send note to that effect promptly. If publication (although apparently important) is an unimportant pamphlet or other publication for which L. C. would not ordinarily print cards, note to that effect should be sent instead of copy (*see* p. 71-72).

#### SEARCHERS' CHECKS

§ 8. The following checks and explanatory terms are used by the searchers in giving information to reviser and subscriber.

✓ Entry searched but neither author nor title found.

△ Author found but not this title.

└ Searched also under this as entry word. (Angle in front and below word.)

**best**—"Best card" we have for this book. Used when assistant thinks that the card is right or that the variation is within those accepted, but is not certain. In this case the cards are sent with the understanding that they may be returned for full credit, *provided* that they are returned promptly with the original order slip (when order is on slips) or with a definite note, e. g., "'Best card'; returned for credit" (when order is on sheets).

**sample**=Sample only of this card is being sent because we think it probable that it is unsatisfactory. If it is satisfactory, return with word "send" added. If it is unsatisfactory, do not trouble to return.

**have** (followed by date, word or phrase) = Have card for another edition (described by date, word or phrase) which you may be able to use, e. g.: "have 1910," "have N. Macmillan," "have tr. by Lang."

**other** (followed by word or abbreviation) = Have only cards for other issues of the book all of which exhibit variations which you will not accept (as indicated by abbreviation, word or phrase following), e. g., "other dates," "other publishers."

### WEEKLY SHIPMENTS OF TITLES HELD

§ 9. When the printed card corresponding to the temporary slip containing orders held (see p. 55-56, § 3-4) is filed, the number of the card is transferred to the slip and the latter removed from the catalog. Order slips held by the method explained on p. 56, § 5 are displaced in the same way. Records of orders for "Outs" (i. e., cards out of print) are also being displaced continually by printed cards. On Friday of each week the cards called for by the accumulation of these three kinds of displaced slips, and the order slips falling due on that week<sup>1</sup> for which cards are not yet being printed, are sent off. With these are also sent cards which have come to hand from standing orders by series.<sup>2</sup>

### DELAY IN SUPPLYING CARDS FOR TITLES HELD

§ 10. In a considerable percentage of cases the cards do not reach the stock on or before the week on which they are "due" as designated on the temporary slip, the delay being due usually to the necessity of writing for the full name of the author or to some unusual accumulation of work in the Catalog Division or Printing Office. In such cases an explanation will be sent in the form of a *Thd* (titles held delayed) explanation slip.

Occasionally the delay in supplying cards is due to an error in one of the clerical processes incident to the holding of titles. Such errors may not be discovered unless delay in receiving cards is reported.

If the ordering library receives neither cards nor explanation within one week from the date on which the cards were expected, the case should be reported either by returning original order slip with *Thd* (titles held delayed) written conspicuously on it or by using one of the *Thd* report forms supplied to libraries. Libraries which return their own order slip as a reminder should

<sup>1</sup> Previous to 1914, the slips due on one week were sent off on the next.

<sup>2</sup> Since January, 1914, regular account slips with "Titles held" printed on them have been used instead of memoranda and quarterly account slips.

be careful to write *Thd* on the face of the slip; otherwise it will be regarded as a new order and duplicate set of cards may be sent. In addition to the check *Thd*, a note should be added to indicate to what extent cards are overdue, *e. g.*: "Returned checked *R* about Jan. 10."

By a clerical error an order slip which is being held for cards may be held overtime also. If order slip is not received within two weeks from the close of the week on which it was expected, the case should be reported on a *Thd report* blank or a duplicate of the slip with *Thd* written conspicuously on it, and an explanatory note added, *e. g.*: "Original should have been returned on week 10."

The weekly accumulation of cards and slips for "titles held" is in process of being handled from Tuesday until Thursday, and during these days it is usually impracticable to answer queries as to delayed cards. Such queries can be handled best on Friday.

#### SUGGESTIONS AS TO HAVING ORDERS HELD

§11. Libraries which have just begun to order cards are advised to leave third column of subscriber's card unchanged and arrange to wait for cards sent as a matter of course for titles checked *Out*, *C*, or *R*. If they find that it is advantageous to wait for cards for titles thus checked, they may then find it advantageous to wait also in the case of titles to which others of the explanatory checks have been applied, especially if the titles represent books which are difficult to catalog. Any library which finds, after a fair trial, that it is on the whole disadvantageous to have orders held for cards for titles checked *Out*, *C*, or *R* should not hesitate to change its subscriber's card accordingly (*see* p. 55, 2d paragraph).

## PART VI

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### SUBSCRIPTION TO CURRENT ISSUES OF PROOF SHEETS AND CARDS; ORDERS FOR CARDS BY SUBJECT

#### SUBSCRIPTION TO PROOF SHEETS

§1. Before the catalog cards are printed proof sheets are struck off for the use of assistants in the Library of Congress and other U. S. libraries and for sale. A few of the largest libraries find it advantageous to subscribe to the entire output of proof sheets of catalog cards as a means of selecting books for purchase and of obtaining at the same time the L. C. card numbers to be used in ordering the corresponding cards. Specialists and specialized libraries subscribe to the proof sheets issued in their particular field, such partial subscription being rendered practicable by the fact that titles are classed on the proof, and each proof sheet, containing five titles, has a heading showing to what class the titles on it belong.

*The prices of proof sheets are as follows:*<sup>1</sup>

Entire output of proof sheets, mailed daily, per month, \$2.50; per year, \$25.00.<sup>2</sup>

Proof sheets in any class, mailed weekly, per sheet, 1 cent.

The classification of the proof sheets agrees in general with the main divisions of the new classification of the Library of Congress, but occasionally extra classes are added temporarily for the convenience of the catalogers, and special classes are necessarily added for books cataloged outside of the Catalog Division of the Library of Congress. The output in each class varies greatly from month to month. Estimates as to number of sheets which have been or will be issued during any period for any group will be furnished on application. The regular divisions of the proof sheets at present are as follows:

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<sup>1</sup> Current proof sheets can be supplied in either white or manila paper. The manila paper is about one-half the thickness of the L. C. cards and is very durable. Back issues of the proof sheets can be supplied only in complete sets in white paper.

<sup>2</sup> It should be noted that the cost of the annual subscription to the proof sheets has been reduced from \$30 to \$25 per year, and that the rebate of 10% on orders by card number from libraries subscribing to the proof sheets has been discontinued. This change will be effective July 1, 1914.

American history and description.	Science.
Bibliography (including Library science).	Slavica.
Education.	Social sciences.
Fiction (English).	Technology.
Fine arts.	Titles from American libraries.
Geography and anthropology.	Titles from L. C. Division of Maps and Charts.
History and description (except American).	Titles from Smithsonian Institution.
Law.	Titles from U. S. Bureau of Education.
Literature and language.	Titles from U. S. Bureau of Fisheries.
Medicine.	Titles from U. S. Bureau of Labor Statistics.
Military and naval science.	Titles from U. S. Bureau of Standards.
Music.	Titles from U. S. Dept. of Agriculture.
Philosophy and religion.	Titles from U. S. Engineer School.
Plant and animal industry.	Titles from U. S. Geological Survey.
Reference cards.	Titles from U. S. War Department.
Reprints—Revised.	

#### PROOF SHEETS SENT ON REQUEST

§2. *Departments and divisions of the United States Government and state library commissions* can obtain the proof sheets gratis on the following conditions:

1. That application be made for the same, stating specifically for what purpose the proofs are to be used.
2. That purchases of cards through the department, division, or state library commission shall be commensurate with the cost of the proofs.
3. That, failing the fulfillment of the conditions mentioned in 1 and 2, the sending of the proofs shall be discontinued.

Proof will also be sent on above conditions to state libraries (in states having no regular library commission) the librarians of which perform functions similar to those assigned to state library commissions.

#### ORDERS FOR CARDS BY SUBJECT

§3. In addition to its principal work of supplying cards to libraries for cataloging purposes, the Card Section supplies cards ordered by subject for bibliographical purposes. Cards in stock can be supplied on any topic which can be covered by duplicating groups of cards in the subject catalogs and shelf-lists of the Library. Current cards can be supplied on almost any topic.

Libraries and specialists who desire to secure L. C. cards for books on any topic should define the topic quite definitely and ask for an estimate as to the number of cards on the topic and the price of each.

An order by subject should indicate whether cards in stock, cards printed hereafter, or both are desired.

If more than one copy of a card is desired, *e. g.*, a dictionary catalog set, this fact should be stated when the estimate is requested.

Unless there is an understanding to the contrary, subject orders are accepted with the understanding that they may be filled at any time within one month.

A form to be used in filing a standing order by subject will be supplied on application, but the use of this form is optional. An order for cards on one or more definite topics can usually be given quite as well in a letter, *e. g.*:

"Please send me one copy of each card printed hereafter for current books on American genealogy; include local histories and biographies which contain any considerable amount of genealogical material."

Orders may be restricted quantitatively in various ways, *e. g.*, "All cards for books on forestry published since 1900," but can not be restricted qualitatively, *e. g.*, "Cards for the more important books on forestry."

Those desiring to place subject orders on a number of related topics, *e. g.*, for subclasses in bibliography, can sometimes define what they want most satisfactorily by referring to subclasses in the schedules of the Library of Congress thus far printed. (See p. 84.)

The price of cards ordered by subject varies inversely with the number of cards called for by the order, directly with the amount of work required in locating the cards. The average price for orders requiring a single copy of each card is about 2 cts.

If more than one copy of each card is desired, the price of each copy after the first is  $\frac{1}{3}$  c.

## PART VII

### THE DEPOSITORY SETS

#### OBJECT OF THE DEPOSITORY SETS

§1. Complete sets of the printed catalog cards issued by the Library of Congress are being deposited in certain of the larger libraries for the following purposes:

1. To enable investigators to ascertain whether a given work is in the Library of Congress.
2. To promote bibliographical work.
3. To enable the depository library and other libraries in its vicinity to order cards by number.

#### CHOICE OF DEPOSITORY LIBRARIES

§2. The chief considerations which determine the choice of depositories are:

1. *Geographical location.* Other things being equal, it is desired that the depositories be so dispersed that one of them may be within easy traveling distance of investigators in any part of the United States.
2. *Accessibility.* To be of full utility, the depositories should be in cities easily accessible by rail or water, or both.
3. *Centers of population.* Because the centers of population are in general the centers of intellectual activity.
4. *Centers of educational activity.* The depositories are of special utility to students at the universities.
5. *Centers of library activity.* Cities which are centers of library activity, and especially those containing library schools, are regarded as having special claims to a depository library.

#### CONDITIONS UNDER WHICH THE SETS ARE DEPOSITED

§3. The deposits of cards are made on the following conditions:

1. They shall be accommodated in suitable cases.
2. They shall be kept alphabetically arranged.<sup>1</sup>
3. They shall be made accessible to the public.

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<sup>1</sup> Current cards to be added to the depository sets are sent out twice a week as a rule. The packages of cards are arranged alphabetically before they are suborted for the different depositories so that the current shipments are sent out alphabetically arranged.



### PROOFSHEET DEPOSITORY SETS

§4. If a library has a complete file of the proofsheets of the L. C. catalog cards clipped to card size, a copy of each of the cards (about 55,000) printed before the proofsheets began to be issued will be assigned to the library on the following conditions:

1. Library shall declare its intention to continue to subscribe to the proofsheets.

2. The set of proofsheets and cards shall be kept in alphabetical arrangement.

3. The set shall be made accessible to the public.

Sets of cards have been assigned on these terms to nine libraries.

These sets occupy only about three-fifths the space of a depository set of cards and if consulted only occasionally are a satisfactory substitute for it.

### LIST OF DEPOSITORY LIBRARIES

§5. The list of depositories as given below includes 51 libraries. The proofsheet depositories are distinguished by asterisks.

The American Antiquarian Society, Worcester, Mass.

Bowdoin College Library, Brunswick, Me.

Brooklyn Public Library, Brooklyn, N. Y.

Brown University Library, Providence, R. I.

Buffalo Public Library, Buffalo, N. Y.

California State Library, Sacramento, Cal.

California University Library, Berkeley, Cal.

Chicago University Library, Chicago, Ill.

Cincinnati Public Library, Cincinnati, Ohio.

Cleveland Public Library, Cleveland, Ohio.

Columbia University Library, New York City.

Connecticut State Library, Hartford, Conn.

\*Cornell University Library, Ithaca, N. Y.

\*Dartmouth College Library, Hanover, N. H.

Harvard University Library, Cambridge, Mass.

Illinois University Library, Urbana, Ill.

Indiana State Library, Indianapolis, Ind.

Institut International de Bibliographie, Brussels, Belgium.

Iowa State University Library, Iowa City, Iowa.

John Crerar Library, Chicago, Ill.

Johns Hopkins University Library, Baltimore, Md.

Kansas State Historical Society Library, Topeka, Kans.

\*Kyoto University Library, Kyoto, Japan.

\*Leland Stanford Junior University Library, Stanford University, Cal.

\*Los Angeles Public Library, Los Angeles, Cal.

Louisville Public Library, Louisville, Ky.

McGill University Library, Montreal, Canada.

Massachusetts State Library, Boston, Mass.

Michigan University Library, Ann Arbor, Mich.

Minnesota University Library, Minneapolis, Minn.

\*Missouri University Library, Columbia, Mo.  
 Nebraska University Library, Lincoln, Nebr.  
 New Orleans Public Library, New Orleans, La.  
 New South Wales Public Library, Sydney, New South Wales.  
 New York Public Library, New York City.  
 New York State Library, Albany, N. Y.  
 Northwestern University Library, Evanston, Ill.  
 Pennsylvania University Library, Philadelphia, Pa.  
 Philadelphia Free Library, Philadelphia, Pa.  
 \*Philippines Library, Manilla, P. I.  
 Pittsburgh Carnegie Library, Pittsburgh, Pa.  
 Princeton University Library, Princeton, N. J.  
 St. Louis Public Library, St. Louis, Mo.  
 \*St. Paul Public Library, St. Paul, Minn.  
 Seattle Public Library, Seattle, Wash.  
 Syracuse University Library, Syracuse, N. Y.  
 Texas University Library, Austin, Tex.  
 Virginia State Library, Richmond, Va.  
 \*Wesleyan University Library, Middletown, Conn.  
 Wisconsin State Historical Society, Madison, Wis.  
 Yale University Library, New Haven, Conn.

#### PARTIAL DEPOSITORY SETS IN UNITED STATES LIBRARIES

§6. Partial depository sets are being located in the libraries of departments and bureaus of the United States Government, covering books which are specifically related to the work of the department or bureau. These sets are deposited on the following conditions:

1. They shall be kept alphabetically arranged.
2. They shall be made accessible to users of the library.
3. The library to which the set is assigned shall select the cards needed to continue the set by checking, on the proofsheets of catalog cards, the titles for which cards are desired, proofsheets being provided for this purpose.

Most of the partial depository sets, like the full depository sets mentioned in §5, consist of main cards only, but a few of them are dictionary catalog sets. Libraries which elect to receive a dictionary-catalog depository set must agree to the following conditions:

1. Cards required for secondary entries are to be paid for at the rate regularly charged for cards "after the first" until the headings are put on for secondary entries and the whole set is arranged in the form of a dictionary catalog; thereafter all cards required for the set are to be supplied gratis.
2. The work of supplying the headings for secondary entries must be kept up and the set kept arranged in dictionary form,

In the list below, the dictionary sets are distinguished by an asterisk.

## LIST OF PARTIAL DEPOSITORY SETS

§7. The following libraries now have partial depository sets:

- Army War College.
- Biological Survey.
- \*Bureau of Education.
- Bureau of Entomology.
- Bureau of Fisheries.
- \*Bureau of Labor Statistics.
- \*Bureau of Mines.
- Bureau of Rolls and Library (State Dept.).
- Bureau of Science (Manila, P. I.).
- \*Bureau of Foreign and Domestic Commerce.
- Bureau of the Census.
- Bureau of Trade Relations.
- \*Children's Bureau.
- Civil Service Commission.
- Coast and Geodetic Survey.
- Coast Artillery School.
- Commission on industrial relations.
- \*Department of Agriculture.
- Department of Justice.
- Department of the Interior, Law Division.
- Engineer School.
- Frankford Arsenal.
- \*Geological Survey.
- Government Hospital for the Insane.
- Hydrographic Office.
- Interstate Commerce Commission.
- Military Academy, West Point.
- Mississippi River Commission.
- \*National Bureau of Standards.
- Naval Academy.
- Naval Observatory.
- Naval War College.
- Navy General Board.
- Navy Medical School.
- Pan-American Union.
- Supervising Architect's Office.
- Treasury Department.
- War Department.
- Weather Bureau.

## PART VIII

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### CARDS PRINTED FROM COPY OBTAINED FROM OTHER AMERICAN LIBRARIES

In addition to printing and distributing cards for other libraries of the United States Government within the District of Columbia (*see* p. 5, § 1), the Library of Congress has been printing since 1910 a few thousand titles per year from copy obtained (or books borrowed) from other American libraries. About 70 libraries have thus far contributed titles, varying in number from one to about 1,000. This copy covers:

1. Current popular noncopyrighted books in English which the Library of Congress does not care to acquire, but wishes to have covered by cards in stock.

2. Important current works in foreign languages dealing with topics which the Library of Congress does not attempt to cover exhaustively.

3. Publications in Bibliography, American history, and American politics, which are out of print, and important out-of-print works on other subjects.

4. Series of publications issued by American universities which are being analyzed by the libraries of those universities.

The number of titles requested from a single library seldom exceeds 50 per year.

Other titles are covered by borrowing books from libraries which do not contribute copy regularly and preparing copy at the Library of Congress.

Excepting in the case of series published by American universities and a few other series, copy is not accepted as a matter of course, but is selected by checking on current orders, or on lists submitted for this purpose, the titles for which copy is desired.

In requesting copy, the check *Cdp* ("copy desired for printing") is used. (*See* p. 61.)

The copy is requested with the understanding that it is to be prepared according to the rules followed by the catalogers at the Library of Congress and that the subject headings indicated on the printed card are to conform to those of the Library of Congress.

Although the copy is searched in the catalogs of the Library of Congress and is sometimes revised considerably, the responsibility for its correctness rests primarily with the library which contributes it.

Libraries which supply copy or loan books in the way noted above receive in return about 10 copies of each card (two dictionary-catalog sets, plus four). Those which contribute copy regularly also receive gratis the list of subject

headings, all of the catalog rules on cards, and some of the other publications of the Catalog Division (*see* p. 81-84) which are not supplied gratis to other subscribers.

To supply copy advantageously a library should have available for the work a trained cataloger who is already familiar with the A. L. A. Catalog rules and the Library of Congress modifications of the same, or who is prepared to make the extra effort required to get familiar and keep familiar with these rules, even though only an occasional title is supplied. Libraries which can contribute copy advantageously and are willing to do so are invited to communicate with the Librarian of Congress to that effect.

## APPENDIX

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### CHANGES IN THE REGULATIONS AS TO ORDERING CARDS

§1. The changes in this edition of the Handbook which affect the ordering of cards in any essential way are as follows:

Method of indicating number of cards wanted by a number or formula prefixed to the whole order, discontinued, p. 34, footnote.

In formulas used to indicate number of cards wanted, number following *sa* to be alternative for both *s* and *a*, p. 32, footnote.

Formula 1*sa* recommended for general use and held to indicate the "usual number," p. 33.

Colon abbreviations for forenames of authors not accepted, p. 37, *b*.

Copyright claim by author or publisher to be indicated by *ca* and *cp*, p. 38, *h*.

Price of all cards after the first increased to  $\frac{1}{4}$  c. charge for searching author and title order increased to 1 c; extra charges for omission of all fore-initials increased to 1 c., p. 50.

Individuals and firms required to pay for cards in advance, p. 51.

Checks *Rc* and *P* used to cover books for which copy may be obtained from other libraries as well as books to be purchased, p. 59.

Checks *Rd*, *Rdl*, *N*, *Cdp*, added to list of explanatory checks, p. 58, 60, 61. Searchers checks explained, p. 61-62.

Orders held on temporary slips if specially requested when check is *Rd*, *Rdl*, *On* or *Oe*, p. 56, 58-59.

"*Week*" or "*wk*" to be prefixed to week number placed on slips and sheet to mark the limit of holding, p. 56-57.

Price of proofsheets reduced: from \$30 to \$25 per year; rebates to subscribers to the proof discontinued, p. 64, footnote.

Cards for titles held sent off on the week at which they are due instead of the week following, p. 62, footnote.

Regular account slips used for titles held, January, 1914, p. 62, footnote.

Order of arrangement of card numbers in orders changed, January, 1914, p. 41, footnote, 42, *SAMPLE g*.

### TRACING SECONDARY ENTRIES ON THE FACE OF THE MAIN CARD

§2. At the Library of Congress secondary entries are traced on the back of the main card (*i. e.*, the original *ms.* card in the official catalog) in the usual way, excepting that the full heading for each secondary entry is given in order that the headings may serve as copy for the secondary entries indicated on the face of the cards. Under the circumstances it is manifestly more economical for the Library of Congress to continue to trace all secondary entries on the back of the main card. Many other libraries now using the cards trace all secondary entries on the back of the main card; but, inasmuch as subject and added entries are indicated on the face of the majority of the L. C. cards, some libraries find it practicable to trace secondary entries to a large extent by means of the secondary entries printed on the face of the cards and other marks or checks.

The following method of tracing secondary entries is likely to prove satisfactory, especially to a library which is just starting its catalog. Have it understood by members of the staff that when printed cards are used, secondary entries are traced on the face of the main card whenever practicable; but that in withdrawing cards, additional records of secondary entries must be looked for on the back of the card. If subject entries (whether general or analytical) are made which are not indicated on the face of the main card, write the headings for them on the back of the main card. But if added entries or author analytics are made which are not specifically indicated on the main card, trace them by underscoring the first letter of the entry word or placing a dot or an asterisk below it, provided that the entry word and the other words which are to constitute the entry appear on the face of the card, and that the form of the entry is reasonably certain. In case any of the entry words are missing or there is any reasonable doubt as to the proper form of the entry, the heading decided upon for the added entry should be written on the back of the main card.

If a secondary entry indicated on face of main card is not made, bracket the entry. If the heading used is somewhat different from the one given on the main card, change the latter in ms. when the change required is slight (*e. g.*, bracketing or canceling an unused word or adding a word), but if the change cannot be advantageously made, bracket the entry indicated and write entry used on back of main card. Below is given sample of a card with secondary entries traced on it according to above directions:

**Jusserand, Jean Adrien Antoine Jules, 1855-**

English wayfaring life in the middle ages (xiv<sup>th</sup> century); by J. J. Jusserand ... tr. from the French by Lucy Toulmin Smith ... London, T. F. Unwin, 1889.

451, (1) p. incl. front., illus., plates. 22<sup>cm</sup>.

"The author has profited by the occasion afforded him by this translation to revise the text of his book (which appeared in 1884) ... and to add about a fourth of new matter."—Pref.

1. England—Soc. life & cust. 2. Wayfaring life—Gt. Brit. 3. Travel, Medieval. 4. Pilgrims and pilgrimages. I. Smith, Lucy Toulmin, 1838-tr. II. Title.

Library of Congress

DA185.J97

2-21361

SAMPLE 13.—SHOWING METHOD OF TRACING SECONDARY ENTRIES ON FACE OF MAIN CARD

## METHOD OF ADDING HEADINGS; ADJUSTMENT OF TYPEWRITERS

§3. There is no general agreement among users of printed cards as to the best method of adding headings to them. The statements below represent the conclusions of the compiler based upon the examination of numerous catalogs in which the cards have been used, including the catalogs of the Library of Congress, and numerous experiments with different makes of typewriters, in applying headings to the cards. It is not practicable to give here detailed statements as to methods of adjusting particular makes of typewriters, nor can space be taken as a rule to give reasons for and against a conclusion. The compiler will furnish further details on request. The statements made as to the adjustment of typewriters are applicable only to the ordinary machine which holds the card by bending it around a platen.

*Position of the heading.* Those who work at supplying headings should take pains to acquire the faculty of deciding quickly and accurately whether the heading will require one line, one line and a fraction, or two lines, in order that heading may be applied to the best advantage. Probably 90 % of the headings to be supplied will occupy but a single line of typewriting. It is therefore very essential that one-line headings shall be placed in exactly the right place in the margin and that, if a typewriter is used for the work, it be so adjusted that such heading may be placed there quickly and accurately.

A one-line heading in typewriting (or in disjointed library hand, which is about the same size as typewriting) should be so placed that the distance between the tops of the capitals in the author's name and the bottom of the capitals in the heading shall approximate closely to 3.5<sup>mm</sup>, or 9/64 inch.

If the heading does not require two full lines and there is enough space after author's name for the words left over, put the first line of the entry in the usual place for a one-line heading and put the rest of the heading below in space after author's name, preceded by (. If there is not room for the remainder of the heading after author's name, use two lines. Two lines must of course be used for analytics having title repeated at the top (SAMPLE 9, p. 23).

If a two-line heading is required, upper line should be written so that tops of capitals will be about 3.5<sup>mm</sup> (9/64 inch) from top of card. Second line should be written so as to leave a clear space of about 1½<sup>mm</sup> (3/64 inch) between bottom of capitals in the upper line and top of capitals in the lower line. If margin of the card is unusually wide or unusually narrow, space between the two lines of heading may be increased or decreased accordingly, but, in order that the heading may appear as a unit, space between lower line of heading and first line of print should be greater than the space between the two lines of the heading.

Indent a one-line heading three spaces (*i. e.* begin at fourth space) beyond first letter in surname of author (SAMPLE 2, p. 17); indent second line of heading two spaces (*i. e.* begin at third space) beyond first letter in first line of heading, whether it is the continuation of a long heading or the title of an analytic (SAMPLE 9, p. 23).

*Essential features in typewriters which are to be used in applying headings to printed cards.* Under this head are explained features or attachments which are strictly essential for supplying headings on cards quickly and accurately.



(1) *An effective platen brake.* When the ratchet release is being used to insert a two-line heading or for any other purpose, it is absolutely essential that some means be provided for applying considerable friction to the platen, otherwise it will be turned by the spring of the card, with the result that the line will not be parallel with the upper margin of the card. The amount of friction applied by the brake can usually be increased by a slight readjustment of parts. The operator should insist that the amount of friction required to insure that the platen will not be turned by the spring of the card be automatically applied whenever the ratchet release is used.

(2) *Strip card attachment affixed to the platen.* So far as known to the compiler, the only form of card attachment thus far devised which is fully satisfactory for holding cards consists essentially of a strip of metal screwed or clamped to the platen. Wire card attachments affixed to the center shield and attachments affixed to the carriage are not fully satisfactory because they furnish no guidance in inserting the card, with the result that the operator must devote time and attention to the adjustment of each card in the machine.

Most of the strip card attachments which are clamped to the outside of the platen are unsatisfactory because: (a) they are put on and taken off with difficulty; (b) they do not hold the card securely; (c) being on the outside of the platen, they must inevitably be struck by the lower case letters if the operator attempts to write capitals close to the holder. It is therefore impracticable to write a two-line heading in the proper position when such a card holder is used. However, inasmuch as but about 10 % of the headings require two lines, a card holder which is fastened to the outside of the platen may prove the best solution of the problem, if the library must use the same machine for card work and correspondence and cannot afford to buy a new machine with interchangeable platens. But the operator who is obliged to use an attachment which is fastened to the outside of the platen should insist on the following: (a) that it shall hold the card securely; (b) that it be so constructed that it may be taken off and put on quickly; (c) that it shall always go on in the same place; (d) that it shall cover no more of the card than is necessary to hold it (not over 1/16 inch); (e) that it shall project out from the surface of the platen no more than is absolutely necessary. Some of the devices supplied by typewriter companies as card holders are of little use. By a proper amount of insistence a typewriter agent can usually be persuaded to adapt the holder (or provide another) so that most of the requisites named above will be covered. If the agent gives up the problem, a local mechanic may be able to solve it.

*Desirable features in typewriters which are to be used for supplying headings on printed cards.*—Under this heading are included features or attachments which, altho a great convenience for card work, are not indispensable. These extra features or attachments are noted below in the order of their importance for card work:

(1) *Interchangeable platens.*—The compiler knows of no form of card holder which is entirely satisfactory except that which consists of a strip of metal sunk into the platen and securely fastened to it. The insertion of this strip of metal renders the platen unfit for anything but card work. Consequently, if the machine is to be used for miscellaneous writing as well as correspondence, it is desirable that the machine be so constructed that one platen may be instantly substituted for another.

(2) *Visible writing.*—In applying headings to the cards, the typewriters which are “visible writers” are especially advantageous, because the work requires close inspection.

(3) *Variable line spacer.*—Some of the machines are now fitted with the “variable line spacer,” which enables the operator without using ratchet release to start at any desired point on the card with the assurance that the next line will be at the regular distance from it. This attachment is very useful for miscellaneous typewriting, especially if the operator has to do with the filling out of forms which require that the writing be placed at a predetermined point. Its place in card work can be satisfactorily filled by the “vertical adjustments” mentioned below.

*Special adjustments required on machines used for supplying headings.*—Assuming that the machine has at least the two essential requisites described under the preceding heading, the next problem is to so adjust the machine that in applying headings the card may be quickly and accurately brought to the desired point of writing, with the minimum attention on the part of the operator.

*Lateral adjustment.*—The card should always be inserted in the same portion of the holder. This may be insured by making a plain mark at the point on the holder at which the left margin of the card is to be inserted. A piece of thick card inserted in the slot of the holder (fastened by gluing or otherwise securing it) makes the best form of marker. If then the margin stop be set so that point of writing will be at the fourth space to the right of the first letter in author's surname, when the left margin is of the average width (i. e.  $\frac{1}{4}$  inch or 19<sup>mm</sup>) and the carriage be always returned to the margin stop, the operator may be sure that the carriage will be in the correct position for beginning the heading and need give the matter no further attention.

*Vertical adjustment.*—There are two satisfactory methods of adjusting the machine so that card may be brought vertically to the desired point of writing quickly and with substantial accuracy.

(1) *By adjusting the platen so that line of writing will always be at the right distance from the top of the card when the margin is of average width and the platen ratchet is in use.*—If the machine is provided with the variable line spacer, it is manifest that this adjustment may be made easily and instantly; but if it has not this feature, the following method is recommended for writing a one-line heading in the position recommended above: Draw a line 6<sup>mm</sup> (15/64 inch) from upper edge of card; release platen and turn it until machine will print so that top of capitals will just come to the line; connect ratchet and print a line above and a line below the point at which it is desired to place the heading; estimate the distance which the ratchet end of platen must be turned forward or backward (as preferred) in order to bring line of printing in the right place and make a mark on the platen to show the position which the point of ratchet tooth should take when ratchet end of platen is turned to right position; remove screws which hold ratchet end of platen in place and turn end of platen to the mark; insert one screw and try the platen; if not quite correct, remove screw and try again; when line of printing comes in exactly the right place, insert rest of screws. With the platen thus adjusted, heading will come in exactly the right place when the margin is of average width, i. e. 12.5<sup>mm</sup> (31/64 inch). It will come in approximately the right place on at least 19 cards out of 20. If card is observed to

have an unusually wide margin or an unusually narrow margin, turn platen to usual position for a one-line heading, use ratchet release temporarily, and then turn platen slightly back or slightly forward, according as the margin is unusually wide or unusually narrow. This method is more conducive to speed than the method explained below, because the position of the heading is to a large extent determined automatically by the machine.

(2) *By devising some method of ascertaining when the platen has been turned enough to bring point of writing at the right distance above author's name, the platen being released continually.*—The following methods have been tried by the compiler: (a) When the machine has a scale or pointer which shows the bottom of the capitals in the line of writing: File a notch in the pointer or scale at the point at which the initial letter in the surname of the author will appear as platen is turned, notch to be at least 1/8 inch wide and of such depth that as the platen is turned the top of the letter named will appear when bottom of capitals in line of writing are 3.5<sup>mm</sup> (9/64 inch) above. (b) When scale is below line of writing and line of writing is not shown near point of writing: Draw a line 3.5<sup>mm</sup> (9/64 inch) above tops of capitals in author's name, turn platen to bring line of writing just above this and notice the position which the top of scale occupies as regards the line of printing below. Whether it comes at the top or bottom of capitals, or at some intermediate point, the operator, using the printed line below as a guide, will soon be able to turn the platen quickly to approximately the right position.

The compiler is of the opinion that as a rule headings will be applied more accurately by this method than by method 1, but not quite so rapidly. It is recommended that when practicable the machine be adjusted so that the operator may use either method at will.

*Typewriting two-line headings.* In applying two-line headings, operator should work with platen released continually, making use of any guidance afforded by the machine in determining the proper position of the heading, p. 75.

*Pica type vs. elite type for typewriters.* In spite of the fact that one-fifth more matter can be gotten into a line if the machine is equipped with elite type, the compiler earnestly recommends the use of machines equipped with pica type, both for headings on cards and for making out order slips, because (1) the heading is much plainer, (2) the pica type needs to be cleaned much less frequently and is much easier to clean. For samples of typewriting with pica type *see* headings on SAMPLES 2-11, p. 17-25.

## RED VERSUS BLACK FOR THE HEADINGS OF SUBJECT ENTRIES

§4. In arranging cards in a dictionary catalog, as well as in making and revising them, it is advantageous to be able to distinguish at a glance cards for subject entries from cards for added entries. Most libraries, including until recently the Library of Congress, use red ink for the headings on subject cards as a means of distinguishing them. The objection commonly made to the use of such headings is that time is lost in changing from one color to the other. This objection is of little weight, of course, if the typewriter used has a polychrome ribbon attachment, or if handwriting is used for headings. A more serious objection lies in the fact that red ink, especially that used in typewriter ribbons, fades badly if exposed to the light. Many of the subject headings typewritten in red on cards in the public catalog of the

Library of Congress have faded badly, and some have almost disappeared. Largely on this account black subject headings in all capitals were adopted by L. C. in 1911. Libraries which use black for the headings of subject entries sometimes distinguish them by underscoring in red, or by typewriting the heading, or the first word of it, in all capitals. Subject headings in all capitals is a very satisfactory substitute for the red headings commonly used, and the compiler is convinced that libraries which are just starting catalogs, at least, will act wisely if they decide to typewrite headings for subject entries in black capitals (SAMPLES 4-7, 10, p. 19-22, 24).

Whether black or red is used for the headings of subject entries it is very essential that the typewriter ribbon used be new or freshly inked, so that the impression will be as clear and lasting as it is practicable to make it.

### USE OF COLORED CARDS

§5. Inquiries are sometimes received for subject cards with red tops. The Library of Congress can not supply cards with edges already colored. Edges of cards can be colored red by drawing a pen along the edge of a single card, or coloring them in packages with a brush. If the latter method is adopted waste cards should be placed on the outside of the package and the cards held together firmly. Inquiries are sometimes received also for "blue bibliography cards," "green biography cards," etc. The Library of Congress uses no colored cards (except the red-topped subject cards mentioned above). Inasmuch as the color is desired only on the upper edge (being in fact objectionable on the face of the card), it is recommended that libraries make their own colored cards by the method suggested above.

### RULING ON CARDS FOR ANALYTICS

§6. In executing the underscore and connecting line for analytics recommended on p. 20 (SAMPLES 5-8, 11, p. 20-23, 25) draw the connecting line first. Begin it about 1<sup>mm</sup> (1/25 inch) (measured on a diagonal of 45°) below and to the left of the first letter of the heading and extend it past the first letter of the title of the analytic, at a distance of  $\frac{1}{2}$ <sup>mm</sup> to a point  $\frac{1}{2}$ <sup>mm</sup> below the letter. Draw the underscore from this point to the end of the title of the analytic. A good form of ruler for card work is a piece of wood or celluloid 7/16 x 1 $\frac{1}{4}$  x 6 inches, with one edge beveled to an angle of 60°, slightly rounded.

### TEMPORARY COVERS FOR THE HANDBOOK AND BULLETINS

§7. Temporary covers for the Handbook and Bulletins of the Card Section have been prepared. They are lettered on the back "Library of Congress, Card Section, Handbook and Bulletins."

The publications are secured within the covers by string fasteners passed through perforations.

The price for covers in full cloth (dark green) is 40 cts.; for covers in one-half morocco (dark green), the price is 60 cts. An extra set of the publications, perforated for insertion in the covers, will be supplied with covers gratis, with the understanding that an extra copy of each publication issued hereafter (perforated for insertion in covers) will be supplied to purchasers of covers. The cost of the covers will be charged against deposits for cards.

## SIZE, THICKNESS, WEIGHT, AND QUALITY OF THE CARDS

§18. The cards are of the standard 33° or "postal" size ( $7\frac{1}{2} \times 12\frac{1}{2}$  cm., about  $2\frac{61}{64} \times 4\frac{59}{64}$  inches) first recommended as a standard size in 1877 by the Cooperation committee of the American Library Association. This size of cards is now so very generally used, not only in libraries but business offices, that it may quite properly be called *the standard size*. The use of the so-called "index" or 32° size ( $5 \times 12\frac{1}{2}$  cm., about  $1\frac{62}{64} \times 4\frac{59}{64}$  inches) is now very limited. Libraries which continue to use the 32° size have found it practicable to use the L. C. cards. Inexpensive machines for cutting the cards to the 32° size and for reperforing them can be obtained from dealers in printer's supplies.

The 32° size has a manifest advantage over the 33° size, in that the trays required to contain it may be about one inch less in height. There is in consequence a saving of almost one-third in the amount of case room required for holding a given number of cards. But the almost universal trend of opinion seems to be towards the view that in a card catalog—a piece of apparatus on which the practical working efficiency of the library largely depends—the saving of space should not be the prime consideration. Some of the largest libraries, e. g., Harvard University Library and Columbia University Library, are now changing from the index size to the standard size.

In favor of the 33° size the following advantages may be urged:

- (1) They handle better in the trays on account of their greater flexibility.
- (2) The title being usually well up towards the top of the card and the space produced by turning back the cards in front of any particular card being wider, the title can be scanned more readily.
- (3) For miscellaneous handling when not in the trays they are superior to the 32° size, because their greater width enables them to be grasped more easily. Their larger surface is an advantage also whenever it is necessary to shuffle them or spread them for convenience in inserting other cards.
- (4) There is usually enough space below the title to print "contents" or notes, which would require in some cases a second card if the smaller size were used. In other words, for most books, cataloged with average fullness, the 33° size seems to be the smallest card that it is economical to use.
- (5) The 33° size is favored for all the cooperative work in cataloging now being carried on in the United States, except the card index prepared by the Office of Experiment Stations (U. S. Dept. of Agriculture), for publications of agricultural experiment stations.
- (6) The 33° size is being adopted quite rapidly as a standard size in Europe. It is used for all the cooperative cataloging now being carried on there.

In view of the above facts, libraries just starting a catalog or about to recatalog with the L. C. cards would seem to be on the safe side in deciding to use the cards as furnished in the 33° size. Some libraries having an old catalog of 32° cards have found it possible to insert the 33° cards in their alphabetical place and continue to use the catalog as a unit while the old cards were being gradually weeded out.

Since 1905 the thickness of the stock used has approximated closely to  $1/100$  inch (about .25 mm). This thickness is almost exactly intermediate between thicknesses L and R, the two thicknesses previously recognized as standard by American libraries. Previous to 1905 the stock used was of thickness R (about  $1/89$  inch).

One hundred cards weigh a little less than 8 ounces (about 1.1 kilos).

The card stock used before 1905 was but fairly satisfactory; that used since 1905 has been of the first quality.

# PRINTED CATALOG RULES, LIST OF SUBJECT HEADINGS, AND OTHER PUBLICATIONS OF THE CATALOG DIVISION

§9. The catalog rules on cards mentioned below are obtainable only from the Library of Congress (Card Section). All of them are supplied gratis to libraries which regularly contribute copy to be printed by L. C. To other libraries and individuals they are supplied on the terms named below after each class. The price of the complete set of all of the rules on cards, with check list, cross reference cards, and guides, is at present (December 31, 1913) \$4.97. New rules and revised editions of old rules are likely to be issued at any time. Standing orders for new and revised cards in continuation of the set will be accepted.

"Numbered rules." Although to a large extent incorporated in the A. L. A. Catalog rules, the numbered rules are necessary to those who wish to understand fully the essential points in cataloging exhibited by the L. C. printed cards. One set is supplied gratis to each library which subscribes to the cards. To others they are sold at the same price as catalog cards, viz: 2c. for the first copy of the first card for each rule and  $\frac{1}{10}$ c. for each additional copy. Thus the cost of one copy of Rule 1, which at present occupies 17 cards, is \$0.148. Price of the 39 rules (125 cards) thus far printed (December 31, 1913) is \$1.47. The titles of the rules and the number of cards to each rule are as follows:

- |   |   |
|---|---|
| 1. Collation. 17 cards.                                     | 21. Agricultural experiment stations. 1 card.       |
| 2. Series note. 5 cards.                                    | 22. Dramatizations. 2 cards.                        |
| 3. Call numbers. 5 cards.                                   | 23. Music with text, librettos. 3 cards.            |
| 4. Annotation. 1 card.                                      | 24. Thematic catalogs. 1 card.                      |
| 5. Recataloging. 6 cards.                                   | 25. Program dissertations. 5 cards.                 |
| 6. Added entries (not including Subject entries). 2 cards.  | 26. Punctuation in subject headings. 3 cards.       |
| 7. Geographic headings. 3 cards.                            | 27. Fire companies. 1 card.                         |
| 8. Treaties and negotiations with foreign powers. 2 cards.  | 28. Archives. 4 cards.                              |
| 9. Visitations, Heraldic. 1 card.                           | 29. Courts-martial and courts of inquiry. 3 cards.  |
| 10. Transliteration—Russian. 1 card.                        | 30. Briefs. 1 card.                                 |
| 11. Transliteration—Modern Greek. 2 cards.                  | 31. Transliteration—Servian. 1 card.                |
| 12. Imprint. 15 cards.                                      | 32. Contested elections. 1 card.                    |
| 13. Dissertations. 9 cards.                                 | 33. Indians—Subject headings. 1 card.               |
| 14. Monasteries, abbeyes, convents, etc. 2 cards.           | 34. Courts of law. 1 card.                          |
| 15. Indian schools. 2 cards.                                | 35. Capitals—Titles of honor—Royalty. 2 cards.      |
| 16. Societies (Added entries). 3 cards.                     | 36. Hospitals and charitable institutions. 2 cards. |
| 17. Atlases. 1 card.  | 37. Impeachment trials. 1 card.                     |
| 18. Added entries (Title). 2 cards.                         | 38. Libraries—France. 1 card.                       |
| 19. Added entries (Several editions). 2 cards.              | 39. Regimental histories—U. S. 7 cards.             |
| 20. Titles and title-pages in different languages. 3 cards. |   |

**"Dated rules."** Called "dated rules" to distinguish from the more general and permanent "numbered rules." Intended primarily for the use of catalogers in L. C. only and most of them relate to the cataloging routine in L. C. Some of them, however, are necessary to an understanding of points in cataloging exhibited by the L. C. printed cards. The price per card is the same as for the numbered rules. Price of the 62 rules (98 cards) thus far printed (December 31, 1913) is \$1.53. Titles and number of cards in each rule are as given below:

Accession and order number. 2 cards.  
 Added entries. 1 card.  
 Added entries (Subject) 1 card.  
 Additions and corrections. 1 card.  
 Agricultural experimen. station bulletins (State). 1 card.  
 Article at beginning of title to be disregarded in alphabetizing. 1 card.  
 Authority cards. 2 cards.  
 Call numbers. 2 cards.  
 Call numbers—Class marks in curves. 1 card.  
 Capitals—Societies (begin I. K., R., etc.) 2 cards.  
 Cataloging rules and entries—Questions. 1 card.  
 Charters. 2 cards.  
 Check marks. 1 card.  
 Classification—Reference numbers. 1 card.  
 Copyright books rejected. 1 card.  
 Copyright number. 4 cards.  
 Correspondence. 1 card.  
 Dissertations, German, 1908/09. 2 cards.  
 Dummies (Temporary dummies). 2 cards.  
 Dummy cards (Cards out) 1 card.  
 Duplicates. 1 card.  
 Duplicates—Choice between L. C. and Smithsonian. 1 card.  
 Duplicates—Copyright deposit. 1 card.  
 Duplicates—Distribution, statistics. 1 card.  
 Duplicates—L. C. publications. 1 card.  
 Duplicates—New classification. 1 card.  
 Indians—Tribes. 2 cards.  
 Monthly report—Letters. 1 card.  
 Monthly report—Recataloging. 1 card.  
 Monthly reports. 4 cards.  
 Printed cards—Time assigned for producing. 1 card.  
 Printed cards ordered. 1 card.  
 Printer's serial numbers. 1 card.  
 Printer's serial numbers—Advance numbers. 1 card.

Recataloging. 4 cards.  
 Recataloging—Return of books. 2 cards.  
 Reference books in Catalog Division. 4 cards.  
 Reference books in divisions, office books, etc. 1 card.  
 Reprinting cards to close or open entry. 1 card.  
 Reprints—Additions and cancels. 1 card.  
 Second copies. 1 card.  
 Second copies—U. S. official publications. 1 card.  
 Serial record. 3 cards.  
 Serial record—Regulations. 1 card.  
 Serial record—Works (other than serials) issued in parts of less than a vol. 1 card.  
 Serials. 5 cards.  
 Serials—Added entries. 1 card.  
 Serials—Forwarding from Labeling section. 1 card.  
 Serials—Manuscript card in public catalog only. 1 card.  
 Serials—2d sets or copies. 1 card.  
 Serials—Uncataloged vols. on shelves, temp. entries, etc. 2 cards.  
 Serials of which current vols. are to be added to cards in Public catalog as well as to Serial record. 1 card.  
 Series (Monographs)—Memorandum cards. 1 card.  
 Series cards. 4 cards.  
 Series entry—Amer. univ. and college pub. 2 cards.  
 Shelf-list sheets. 1 card.  
 Shelf-listing. 1 card.  
 Subject headings. 1 card.  
 Subject headings (Abbreviations) 2 cards.  
 Subject headings—List. 2 cards.  
 Subject headings—Preliminary cards. 2 cards.  
 U. S. Congress. 2 cards.

**Provisional rules** (formerly called Flexotyped rules because manifolded on the Flexotype machine). Some of these are of temporary nature and of purely local interest and application. They are particularly subject to change and are in part out of date. Those of more permanent character remaining in force at least in part may be printed later as numbered or dated rules. Price is the same as for numbered rules. Price of the 19 rules (24

cards) thus far printed (December 31, 1913) is \$0.42. Titles of rules and number of cards in each are as follows:

Added entries (Title)—Printing. 1 card.	Dissertations, American. 1 card.
Authority cards—Societies and Institutions. 1 card.	Errors in cards, Reports on. 1 card.
Cards of cooperating libraries adapted for L. C. 1 card.	Geographic headings (British N. America) 1 card.
Cataloging rules on cards, Catalogers' sets of. 1 card.	Incomplete works. 1 card.
Cities in United States and Canada used without state. 1 card.	Orders and rules on cards. 1 card.
Colophon. 4 cards.	References removed from 2d official catalog. 1 card.
Decisions and notes relating to cataloging. 1 card.	Rejected books (Maltese cross entries) 1 card.
Directories. 1 card.	Shelf-listing—Uncataloged books. 1 card.
	Subject headings, Alternative—Law. 1 card.
	Temporary cards for secondary entries. 1 card.
	Translations. 3 cards.

*Alphabetical check list, cross reference cards, and guides for catalog rules on cards.* For the use primarily of the catalogers at the Library of Congress, an alphabetical index and check-list in card form (14 cards) of all the rules noted above has been printed, also 133 cross reference cards and 17 guides. Check-list shows what cards belong in the set, the date of the latest revision of each, and the correct alphabetical arrangement of the rules. Libraries which obtain the full set of rules on cards and desire to make full use of them should obtain the check-list, cross reference cards, and guides, and then arrange the whole set in one alphabet, with the check-list standing first. The prices (December 31, 1913) are: check list (14 cards), \$0.12; 133 cross reference cards, \$1.08, 17 guides, \$0.34.

Individual cards and guides are supplied at same rate as cards in sets.

Unless otherwise stated the publications named below are to be obtained by purchase from the Superintendent of Documents (Government Printing Office, Washington, D. C.).

*List of subject headings.* The list of subject headings used in the dictionary catalogs of the Library of Congress which has been in process of printing (letter by letter) during the past four years is now completed. It was printed as manuscript, primarily for the use of the catalogers at the Library of Congress. This list is being supplied gratis only to libraries which are regularly furnishing copy to be printed by the Library of Congress. To other libraries and individuals the list is being sold at the rate of 3c. per sheet (printed on one side only). The price of the complete list is \$5.40.

A supplement to the main list will be issued shortly, containing additions and revisions to date and superseding entirely the ten lists of "additions and corrections" which were issued while the main list was in process of printing. Main list and supplement will be merged in a new issue as soon as circumstances permit. A full revision in relatively permanent form can not be printed for several years, as it must await the recataloging of religion and the subclasses now in process.

Subjects in religion and foreign law are covered only to a slight extent, as these classes are as yet entirely unrecataloged. Philosophy, Fine arts, Plant and animal industry, Military and naval science, and American and English



law are only partly covered in the main list, as these classes were in process of recataloging while the list was in process of printing. Most of the remaining subjects in these classes have been covered, however, by the list of Additions and corrections since issued. Names of persons and places, governments, societies, institutions, treaties, conventions, and the like, scientific names of individual chemical substances, and systematic names of genera and species in Botany and Zoology, are as a rule excluded.

*"Preliminary list of subject subdivisions," under names of countries or states, under cities, under general subject.* [New edition] 30 p. 10c. [Gratis to libraries.] 10—35006.

*"Preliminary list of language subdivisions."* 4 p. [Printed as manuscript for the use of the catalogers at L. C.] [Gratis to libraries which are supplying copy to be printed by L. C.]

*Preliminary list of literature subject headings* (July, 1913). 22 p. [Printed as manuscript for the use of the catalogers at L. C.] [Gratis to libraries which are supplying copy to be printed by L. C.]

*"Tentative headings and cross references for a subject catalog of American and English law."* (Prepared by L. C. Law Library with the cooperation of the Catalog Division.) 150 p. [Gratis to law libraries] 20c. 11—35006.

*Classification schedules.* The scheme of classification which is being worked out for the Library of Congress is now largely completed. Revised editions of the schedules of some of the classes have been issued. Only the latest revision is noted in the list below. [Gratis to libraries]

Outline scheme of classes [New issue]. 1914. 24 leaves. 10c. 14—30001.

Class A. General works. Polygraphy. 1911. 63 p. 10c. 11—35003.

Class B. Part I, B-BJ: Philosophy. 1910. 109 p. 15c. 10—35001.

Class C. History—Auxiliary sciences. IN PREPARATION.

Class D. History and Topography (exclusive of America). IN PREPARATION.

Class E and F. America, History and Geography. Preliminary and provisional scheme. [Second edition] 1913. 298 p. 13—35003.

Class G. Geography, Anthropology, Sports and Games. 1910. 128 p. 20c. 10—35012.

Class H. Social sciences. 1910. 551 p. 65c. 10—35005.

Class J. Political science. 1910. 340 p. 40c. 10—35004.

Class L. Education. 1911. 161 p. 25c. 11—35004.

Class M. Music. [New issue] IN PREPARATION.

Class N. Fine arts. 1910. 161 p. 15c. 9—35014.

Class P. Language and Literature. IN PREPARATION.

Class Q. Science. [New issue] 1913. 196 p. 25c. 12—35016.

Class R. Medicine. 1910. 174 p. 25c. 10—35002.

Class S. Agriculture—Plant and Animal industry. 1911. 87 p. 15c. 10—35015.

Class T. Technology. 1910. 303 p. 35c. 10—35011.

Class U. Military science. 1910. 93 p. 15c. 10—35013.

Class V. Naval science. 1910. 106 p. 20c. 10—35014.

Class Z. Bibliography and Library science. [New issue] 1910. 111 p. 15c. 9—35011.

### CHANGES IN THE FORM OF THE CARDS

§10. Recognizing that the art of printing catalog cards is new and that improvement is desired rather than consistency, the Library of Congress has not hesitated to change the form of the cards whenever the change seemed likely to render them more effective. Some of the changes have been made merely for the purpose of saving space which could be utilized to better advantage in some other way. Below is given the list of changes with the dates on which they were made:

1. Table of contents given in continuous order instead of being rearranged and paragraphed, March, 1901.
  2. Type for the headings changed from roman (spaced) to black face, April, 1901.
  3. Type for notes changed from 6-point gothic to 8-point roman, April, 1901.
  4. Second author omitted from heading for works by joint authors, April, 1901, p. 14, *e*.
  5. Author's name repeated in the title, July, 1901, p. 14, *d*.
  6. Subject headings (numbered consecutively in arabic) indicated on the cards with words "Subject entries" prefixed, September, 1901, p. 12, footnote 1.
  7. Note containing information as to copyright shortened, December, 1901.
  8. Dates of authors given, March, 1902, p. 14, *d*.
  9. Black-faced figures used for volume numbers in the table of contents, March, 1903.
  10. Words "Subject entries" omitted, March, 1904, p. 12, footnote 1.
  11. Added entries (except title entry) indicated, March, 1904, p. 12.
  12. Price indicated on cards for copyright books, 1910.
  13. Alternative subject headings given in brackets on cards printed for other libraries, 1911, 1914, p. 13, § 3, October, 1911.
  14. Title entry indicated, January, 1912, p. 12.
  15. British publisher given in addition to American publisher when book is printed in Great Britain, 1913.
  16. Unused forenames omitted in heading; full name given in a note after added entries.
- (For changes in card numbers in 1912, *see* Bulletin 22.)

### CARD DISTRIBUTION WORK OF THE LIBRARY OF CONGRESS

§11. The work is in part, at least, the outcome of the efforts and experiments of the American Library Association in cooperative cataloging which began with the organization of the association in 1876. The printing and storing of cards was begun in 1898, and in 1901, with the indorsement of the American Library Association collectively, and with the cordial support of its members individually, the work of distribution was begun. The number of libraries, institutions, and individuals subscribing to cards has steadily increased from about 200 in 1901 to over 1,800 in 1913. About 300 individuals and firms are now ordering the cards, chiefly for bibliographical purposes. The remainder of the subscribers are libraries, ordering the cards chiefly for cataloging purposes. The returns to the United States Government from the sale of cards have increased from about \$4,000 in the fiscal year 1901-2 to about \$48,000 in the fiscal year 1912-13. This amount practically covers the cost of the cards, the cost of storage, and the salaries of the thirty odd assistants engaged in distributing them. Taking into account the

great utility of the card distributing plant to the other work of the library, it can fairly be said that the service to outside libraries is self-supporting. The work seems now well established as an important item in American library economy.

#### LIST OF THE OTHER PUBLICATIONS OF THE CARD SECTION

§12. All of the publications listed below are now in print and these or later editions of the same will be supplied to each subscriber to the cards, excepting individuals and firms which order cards by subject only. They will be supplied to such individuals and firms only when requested.

L. C. Printed Cards; how to order and use them. Second edition. 1914.  
p. 24.

A popular statement of the usual methods of ordering and using the cards.

Bulletin 1 (July 1, 1902). Printed information, etc.

Explains relation between Handbook (1st ed.) and the Bulletins; practically obsolete.

Bulletin 2 (Sept. 15, 1902). Traveling catalogs.

Replaced by Bulletin 10.

Bulletin 3 (May 1, 1903). Scope of the stock.

Replaced by Handbook, 3d ed., p. 5-10.

Bulletin 4 (Jan. 15, 1904). Orders by series.

Replaced by Bulletin 16-19.

Bulletin 5 (2d ed., Dec. 1, 1910). Special sets 1-2.

Calls attention to special sets of analytics for "Die Natürlichen Pflanzenfamilien" and "Das Pflanzenreich."

Bulletin 6 (Mar. 1, 1904). Cards for books in the A. L. A. Catalog.

Replaced by Handbook, 3d ed., p. 44-45.

Bulletin 7 (June 15, 1904). Catalogs, classification and card distribution work of the Library of Congress.

Reprint (with additions) of "Notes for the Louisiana Purchase Exposition, No. 3," of the first circular and memorandum initiating the card distribution work, and of the second circular. The account in this Bulletin of the old catalogs in book form, of the present card catalogs, of the classification, and of the beginning of the card distribution work has been only partly superseded by later publications.

Bulletin 8 (Oct. 1, 1904). List of subscribers to the L. C. cards.

Obsolete.

Bulletin 9 (2d ed., Dec. 7, 1910). Special sets 3-5.

Calls attention to analytical cards for "Annales de la science agromique," "Landwirtschaftliche Jahrbücher," and "Die Landwirtschaftlichen Versuchsstationen."

Bulletin 10 (3d ed., Nov. 15, 1910). Traveling catalogs.

List of catalogs and regulations as to their use.

Bulletin 11 (Jan. 1, 1906). Scope of the stock of printed catalog cards.

Replaced by Handbook, 3d ed., p. 5-10.

Bulletin 12 (Apr. 1, 1906). Methods of determining and indicating number of cards wanted.

Replaced by Handbook, 3d ed., p. 31-35.

Bulletin 13 (2d ed., April 15, 1911). Cards for Government documents.

**Bulletin 14** (4th ed., Jan. 1, 1913). Cards for publications of the U. S. Department of Agriculture.

**Bulletin 15** (3d ed., Dec. 15, 1910). Cards for publications of the U. S. Geological Survey and the state surveys.

**Bulletin 16-19** (March 1, 1914). Series of publications for which cards are in stock.

A combined and revised edition of bulletins previously issued separately with the following titles:

16. Orders by series for cards for books and monographs in series.
17. Series of publications in English (excluding those for American history), for which cards are in stock.
18. Series of publications in American history, for which cards are in stock.
19. Series of publications in foreign languages, for which cards are in stock.

**Bulletin 20** (3d ed., Nov. 1, 1913). Cards for books and pamphlets printed in America before 1801.

**Bulletin 21** (2d ed., Dec. 15, 1910). Cards for publications of the U. S. Bureau of Education; cards for the literature of education.

**Bulletin 22** (Dec. 1, 1912). Table of old and new card numbers.

Comparative list rendered necessary by the substitution, as cards are reprinted, of numbers of the regular form for the old "dated copyright" numbers.

**Bulletin 23** (in preparation). Cards for publications of the Smithsonian Institution and the National Museum.



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